

**ZG**  
**Household File,**  
**labour force survey**

**GENERAL INFORMATION**

1	Place .....	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> </tr> </table>																				
	Street .....	Building/dwelling number .....																				
2	Dwelling sampling number in voivodship	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>					Survey round I II III IV	Voivodship code	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>													
3	Number of households in the dwelling in successive survey rounds	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>						Local Statistical Office code	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>													
4	Within-dwelling household number	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> </tr> </table>																				
5	Census cluster and enumeration district number	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> </tr> </table>									Dwelling identifier <b>IDM</b>	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> </tr> </table>										
6	Date of the survey start	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>							year    qrt.													
7	Elementary sample number	<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>																				

**Section 1. Household members**  
**A. PRESENT**  
**ABSENT WHOSE OVERAL DURATION OF ABSENCE (actual and planned)**  
**IS SHORTER THAN 1 YEAR**

**1. Household composition and information about particular household members**

Person's number	Name <i>(with respondent's permission)</i>	Number of person who is			Marital status <sup>a)</sup> (legal)	Sex 1 – M 2 – F	Date of birth			In the current year (from 1 January until the end of the reference week), has a person already had his/her birthday? 1 – yes 2 – no <i>(complete only in case of no information concerning the months of birth)</i>	Relationship to the household head <sup>b)</sup>		
		spouse or partner	father (step-father)	mother (step-mother)			Survey round number				name	code	
							I	II	III				IV
1	2	3	4	5	6	7	8	9	10	11	12	13	
01						1 2							
02						1 2							
03						1 2							
04						1 2							
05						1 2							

<sup>a)</sup> Code of marital status:  
1 – single,  
2 – married,  
3 – widower, widow,  
4 – divorced, legally separated.

<sup>b)</sup> Code of the relationship to the household head:  
01 – household head,  
02 – husband, wife, partner,  
03 – son, daughter,  
04 – son-in law, daughter-in-law,  
05 – grandson, granddaughter, great grandson, great granddaughter,  
06 – father, mother,  
07 – father-in-law, mother-in-law,  
08 – grandfather, grandmother,  
09 – brother, sister,  
10 – uncle, aunt, other relative,  
11 – unrelated household member.

## 2. Additional information about particular household members

Person's number	Survey round number	Citizenship		Country of birth		Country of birth of the parents <sup>e)</sup>				Reasons for migration <sup>d)</sup>		
		Name/code		Name/code		Father's		Mother's		What were the reasons for coming to Poland? <sup>e)</sup>		
						Name/code		Name/code		Please indicate the main reason		
1	2	3		4		5		6		7		7a
01	I											
02	I											
03	I											
04	I											
05	I											

<sup>e)</sup>To be answered by persons who are below 75 years old (for whom: The survey year – The year of birth ≤ 74). If the father and/or mother of a person are members of the same household, the information about their country of birth should be inserted to particular persons from Section 1.A.1 col. 4 and/or 5

<sup>d)</sup>To be answered by persons who passed their 15<sup>th</sup> birthday but were below 75 years of age (for whom: 15 ≤ The survey year – The year of birth ≤ 74), who in the column 4 indicated other country than Poland as the country of birth

<sup>e)</sup> Respondents can indicate more than one reason. In case when a few reasons are indicated, the most important reason should be found and inserted in column 7a.

**2. Additional information about particular household members cont.**

Person's number	Survey round number	Duration of stay in Poland								The country of residence before the last coming to Poland <sup>l)</sup> ?	Is a person present in the household?	Duration of absence from the household <sup>j)</sup>			The reason for absence <sup>m)</sup>	The place of residence of the absent person (staying abroad – name and code of the country)	Participation in the survey <sup>n)</sup>	ZD questionnaire number	
		Persons born in Poland				Persons not born in Poland						Actual <sup>k)</sup>	Planned <sup>o)</sup> [complete only if a person is absent for a period of less than 1 year (box 12)]	Actual + planned (12+12a) <sup>o)</sup>					
		Has a person ever lived abroad for a period of 1 year or more? 1 – yes 2 – no	The actual duration of stay in Poland since the last coming/ taking residence <sup>o)</sup>		planned <sup>o)</sup> [complete only if a person is staying for less than 1 year (box 8b)]	Actual + planned (8b+8c) <sup>o)</sup>	The actual duration of stay in Poland since last coming/taking residence <sup>o)</sup>		planned <sup>o)</sup> [complete only if a person is staying for less than 1 year (box 9a)]										Actual + planned (9a+9b) <sup>o)</sup>
	1 year or more (number of years)	Less than 1 year (number of months)	1 year or more (number of years)	Less than 1 year (number of months)															
1	2	8	8a	8b	8c	8d	9	9a	9b	9c	10	11	12	12a	13	14	15	16	17
01	I																		
	II																		
	III																		
	IV																		
02	I																		
	II																		
	III																		
	IV																		
03	I																		
	II																		
	III																		
	IV																		
04	I																		
	II																		
	III																		
	IV																		
05	I																		
	II																		
	III																		
	IV																		

<sup>l)</sup> Question: How long has a person actually stayed in Poland since the last arrival?:

- Box 8b or 9a – “for less than a year”: the exact number of months should be inserted between 1 and 11 (code: 1-11);
- Box 8a or 9 – “for one year and more”: the exact number of years between 01 and 96 should be coded (code 01-96) or “since birth” (code 00).

<sup>o)</sup> Question: How long does a person plan to stay in Poland?:

The exact number of months between 1 and 11 (codes 1-11) or “1 year or more” (code 12) or if a person is ending his/her stay in Poland in the surveyed month - “0” (code 0).

<sup>h)</sup> If for the duration of less than 12 months – the exact number of months should be given; 1 year or more – code 12. If the overall actual and planned duration of stay in Poland <12 months, then a person does not qualify for the survey.

<sup>i)</sup> To be completed only by persons for whom columns 8a or 9 ≤ 10 or 8d or 9c = 12

<sup>j)</sup> The answer is given only by persons for whom column 11 = 2

<sup>k)</sup> Question: How long has a person been absent from the household? (actual absence)

The exact number of months between 1 and 11 (codes 1-11) or “1 year or more” (code 12).

<sup>l)</sup> Question: How long is a person going to be absent from the household? (planned absence):

The exact number of months between 1 and 11 (codes 1-11) or “1 year or more” (code 12) or if a person is returning to the household in the surveyed month - “0” (code 0).

<sup>j)</sup> If for the duration of less than 12 months – the exact number of months; 1 year or more – code 12. If the overall duration of absence from the household: actual and planned =>12 months, the interviewer should enumerate the person in part B or C.

<sup>m)</sup> Code of the reason for absence:

in Poland in institutional households due to:

1 – employment, a person is staying in worker’s lodging house; 2 – education, a person is staying in a boarding school, dormitory, student hostel; 3 – other reasons (person is staying in social welfare home, pensioners’ home, orphanage, reformatory school, nursing home for chronically ill, etc.);

in Poland, outside institutional household, due to:

4 – employment; 5 – other reasons (e.g. staying in hospital);

abroad due to:

6 – employment; 7 – seeking a job; 8 – education; 9 – other reasons.

<sup>n)</sup> Code of participation in the survey:

1 – there is ZD questionnaire; 2 – person absent, no ZD questionnaire; 3 – refused the interview, no ZD questionnaire; 4 – arrived, there is ZD questionnaire; 5 – arrived and absent, no ZD questionnaire; 6 – arrived and refused the interview, no ZD questionnaire; 7 – left the household, no ZD questionnaire; 8 – person aged below 15 years and over 89 years - no ZD questionnaire.

**B. PERSONS STAYING IN POLAND IN INSTITUTIONAL HOUSEHOLDS WHOSE DURATION OF ABSENCE FROM HOUSEHOLD (actual and planned) IS 1 YEAR OR MORE**

**1. Personal information**

Person's number	First name (with respondent's permission)	Sex 1 – M 2 – F	Date of birth			In the current year (from 1 January until the end of the reference week), has a person already had his/her birthday? (complete only in case of no information concerning the months of birth)				Education <sup>a)</sup>	Relationship to the household head <sup>b)</sup>		
						1 – yes 2 – no							
			day	month	year	I	II	III	IV		Survey round number	name	code
1	2	3	4			5				6	7		8
01		1 2											
02		1 2											

<sup>a)</sup> Code of the completed education:

00 – tertiary with academic degree (at least doctorate degree), 10 – tertiary (master or equivalent degree), 11 – tertiary (licentiate or engineer degree), 10 – college certificate, 20 – post-secondary; 31 – vocational secondary with Matura certificate; 32 – vocational secondary without Matura certificate; 41 – general secondary with Matura certificate; 42 – general secondary without Matura certificate, 51 – basic vocational, 52 – basic sectoral vocational, 60 – lower secondary (gimnazjum), 70 – primary, 80 – incomplete primary, 90 – without school education

<sup>b)</sup> Relationship to the household head:

02 – husband, wife, partner, 03 – son, daughter, 04 – son-in-law, daughter-in-law, 05 – grandson, granddaughter, great grandson, great granddaughter, 06 – father, 07 – mother, father-in-law, mother-in-law, 08 – grandfather, grandmother, 09 – brother, sister, 10 – uncle, aunt, other relative, 11 – unrelated household member

**2. Information about the reasons for absence and the place of stay**

Person's number	01				02			
Survey round number	I	II	III	IV	I	II	III	IV
Reason for absence <sup>a)</sup>	1							

<sup>a)</sup> Code of the reasons for absence:

1 – employment, a person is staying in worker's lodging house; 2 – education, a person is staying in a boarding school, dormitory, student hostel; 3 – other reasons for absence (a person is staying in social welfare home, pensioners' home, orphanage, reformatory school, nursing home for chronically ill social welfare home, etc.).

**C. PERSONS STAYING ABROAD WHOSE DURATION OF ABSENCE FROM THE HOUSEHOLD (overall, actual and planned) IS 1 YEAR OR MORE**

**1. Personal information**

Person's number	First name (with respondent's permission)	Sex 1 – M 2 – F	Date of birth			In the current year (from 1 January until the end of the reference week), has a person already had his/her birthday? (complete only in case of no information concerning the months of birth)				Education <sup>a)</sup>	Relationship to the household head <sup>b)</sup>		
						1 – yes 2 – no							
			day	month	year	I	II	III	IV		Survey round number	name	code
1	2	3	4			5				6	7		8
01		1 2											
02		1 2											

<sup>a)</sup> Code of the completed education:

00 – tertiary with academic degree (at least doctorate degree), 10 – tertiary (master or equivalent degree), 11 – tertiary (licentiate or engineer degree), 10 – college certificate, 20 – post-secondary; 31 – vocational secondary with Matura Certificate; 32 – vocational secondary without Matura Certificate; 41 – general secondary with Matura Certificate; 42 – general secondary without Matura Certificate, 51 – basic vocational, 52 – basic sectoral vocational, 60 – lower secondary (gimnazjum), 70 – primary, 80 – incomplete primary, 90 – without school education

<sup>b)</sup> Relationship to the household head:

02 – husband, wife, partner, 03 – son, daughter, 04 – son-in-law, daughter-in-law, 05 – grandson, granddaughter, great grandson, great granddaughter, 06 – father, 07 – mother, father-in-law, mother-in-law, 08 – grandfather, grandmother, 09 – brother, sister, 10 – uncle, aunt, other relative, 11 – unrelated household member

**2. Information about the reasons for absence and the place of stay**

Person's number	01				02			
Survey round number	I	II	III	IV	I	II	III	IV
Reason for absence <sup>a)</sup>	1							
Duration of the actual absence <sup>b)</sup>	2							
Name of the country where the absent person stays	3							
Country's code	4							

<sup>a)</sup> Code of the reason for absence from the country:

1 – employment; 2 – seeking a job; 3 – education; 4 – other.

<sup>b)</sup> Code of the duration of actual absence from the country:

1 – person is staying abroad for a period of less than 1 year; 2 – person is staying abroad for 1 year or more.

## Section 2. SUMMARY CHARACTERISTICS OF THE HOUSEHOLD

Specification		Survey round number			
		I	II	III	IV
The number of household members (Section 1A)	1				
including persons aged 15 – 89 years (if the number of persons aged 15-89 = 0, then for such household we fill in only the items 8 and 9 - the symbol of the main and additional source of income)	2				
The number of persons staying in collective (institutional) households (Section 1B)	3				
Number of persons staying abroad (Section 1C)	4				
Is any of the household members a holder of an agricultural farm? 1 – yes, 0 – no	5				
Total arable area of an agricultural farm in physical hectares (with 2 decimal digits)	6				
Does the farm have the following thresholds of crops or farm animals (thresholds for private farms with an area below 1 ha of arable land)? <sup>a)</sup>	6a				
The purpose of the agricultural farm production during the last 12 months <sup>b)</sup>	7				
Code of the household's main source of maintenance <sup>c)</sup>	8				
Code of the household's additional source of maintenance <sup>c)</sup>	9				
Has the household been granted a child care benefit (the so-called 500+)? 1 – yes, 0 – no	10				

<sup>a)</sup> Question is asked when in box 6 the size of agricultural farm < 1 ha; **one answer** should be coded among the following:

1 – 0.5 ha plantations of fruit trees, bushes,  
2 – 0.5 ha field vegetables,  
3 – 0.5 ha field strawberries,  
4 – 0.5 ha hops,  
5 – 0.3 ha orchard and decorative plants nurseries,  
6 – 0.1 ha tobacco  
7 – 5 head of cattle,  
8 – 20 head of pigs,

9 – 5 head of sows,  
10 – 20 head of sheep,  
11 – 20 head of goats,  
12 – 100 head of poultry,  
13 – 10 head of wild animals kept in farm system,  
14 – 20 colonies of bees,  
**00 – the farm does not meet any of the above thresholds.**

<sup>b)</sup> The code of the purpose of the agricultural farm production:

1 – non-agricultural  
2 – producing only for own consumption  
3 – producing mostly for own consumption  
4 – producing mostly for the market

<sup>c)</sup> The code of the household source of maintenance (the main and additional one):

1 – paid work,  
2 – work on own agricultural farm,  
3 – self-employment outside private agriculture,  
4 – retirement pension,  
5 – disability pension,  
6 – unemployment benefit,  
7 – pre-retirement benefit,  
8 – other social benefits,  
9 – other non-earned source of maintenance.  
10 – means transmitted from abroad by household members or other family members.

## Section 3. ADDITIONAL INFORMATION

Specification		Survey round number			
		I	II	III	IV
Code of the reason for not completing the survey	1				
Interviewer's number	2				
Total time of interview in the households in minutes (ZG and ZD)	3				

Interviewer's comments:

Contact data									
		Person's first name 01	Person's first name 02	Person's first name 03	Person's first name 04	Person's first name 05	Person's first name 06	Person's first name 07	
Telephone number	Home								a)
	Work								
	Mobile								
e-mail address									b)
Preferred hours of the next interviewing									
Consent for a telephone interview (CATI)	YES								
	NO								

<sup>a)</sup> Code of the lack of possibility for telephone contact with the household:  
1 – household does not have telephone contact number,  
2 – household did not give telephone contact number.

<sup>b)</sup> Code of the lack of possibility for email contact with the household:  
1 – household does not have email address,  
2 – household did not give email address.