# Name and establishment flap Please fold it out to complete the questionnaire!

modelauestionnaire

#### Name flap

#### Please enter the names on the flap in the following order:

- 1. Adult in the household who is most familiar with the household's financial matters
- 2. Spouse or cohabiting partner of Person 1

- 3. Children of Person 1 and/or Person 2
- 4. Relatives of Person 1 or Person 2
- 5. Other people in the household

#### (Please retain this order throughout the questionnaire.)

Person 1	Person 2	Person 3	Person 4	Person 5

Telephone number for further enquiries (voluntary)	Please ente	r the reference week as given on th	e front cover:
(voluntary)	Monday,	DD MM YY to Sunday,	DD MM YY

#### Establis<mark>lim</mark>ent flap

#### 74 Name and address of the establishment you work in

Person 1	Person 2	Person 3 Person 4		Person 5



# Microcensus 2021



Core programme

**Reference week:** 

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For the legal basis and other legal information please refer to pages 51 to 53 of this questionnaire. When answering the questions, please observe the explanatory notes 11 to 111 on pages 49 and 50 of this questionnaire.

Thank you for your time.

# Making it easier

- Some questions refer to the reference week. The reference week is given on the front cover. Please enter it on the name flap.
- Please keep the name flap folded out while you complete the questionnaire. Please observe the order of the columns for the respective persons as given on the name flap.
- Please do not complete the establishment flap before you are asked to do so in the course of completing the questionnaire (question 74 on page 23).

#### We will guide you through the questionnaire.

- If possible, each person should answer the questions for him or herself. Information may be provided on behalf of children (under 15 years), people in need of care or people with disabilities who are not able to answer the questions for themselves.
- Not all questions will have to be answered by all persons. When there is an answer box with an arrow (jump instruction), the numeral beside the arrow indicates the question to be answered next by the relevant person.

Example:		Person 1	Person 2	Person 3	Person 4	Person 5					
	Yes	<b>X</b> → 9	_ → 9								
	No		X								
In the example, Person 1 answers "Yes" and goes to question 9. Person 2 answers "No" and goes to the next question.											
should not c	ctions may di complete the s jump instru	questionnaii	re for several	persons at th		O					
When enteri	ng figures, p	lease do so ri	ight-aligned.		Sill						
Example:	Hours per we	ek			6						
If you wish	to correct ar	n answer, ple	ease do so a	as follows.							
Example:	Yes			<b>S</b>	X						
	No				3						

 Questions to be answered on a voluntary basis are marked by the word "voluntary" in a coloured bar.

page 2 Microcensus

# Household and dwelling

1	Are there any other households in your dwelling apart from your own, e.g. subtenants?  Other households in your dwelling consist of people with whom you do not live	
	together or maintain a joint household. People living in a shared dwelling should usually be treated as separate households.	
	Yes, number of other households	
	No, no other households	8
2	How many people in total were living in your household on Thursday of the reference week?	Note  The reference week is given on the front cover.
	People who are temporarily away from home, for instance for job or health reasons, are part of your household if that is where they usually live.	
	<b>Subtenants, visitors and domestic staff</b> are not household members.	
	Number of people in your household (including yourself)	
3	Who are the members of your household? Please fold out the flap at the side of page 2 and enter their names.	annair
	If more than <b>5 people</b> live in the household, please contact the statistical office to request an extra questionnaire.	Please observe the order of the columns for the
	The contact details are given on the front cover	respective persons.
4	What is your sex, as stated in the birth register?	Person 1 Person 2 Person 3 Person 4 Person 5
	Male	1
	Female	
	Gender diverse	3 🗆 🗆 🗆
	Not stated in the birth register	4
5	When were you born?	Person 1 Person 2 Person 3 Person 4 Person 5
	Month	
	Year	

6	wnat is your marital status?	Person I	Person 2	Person 3	Person 4	Person 5
	Single	1				
	Married	2				
	Widowed	3				
	Divorced	4				
	Registered life partnership	5				
	Registered life partner has died	6				
	Registered life partnership has been dissolved	7				
		<b>DI</b> 4				
7	Do you occupy at least one more dwelling (including room, accommodation, residential	<b>Note</b>			eral 9 mean t nswered next	
	establishment)?		question	siloulu be al	iswered flext	·•
	Please mark all relevant boxes.	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes, I have another dwelling in Germany.	1				
	Yes, I have another dwelling abroad.					
	No, I do not have another dwelling.	8	→ 9	→ 9		→ 9
8	Is this dwelling your main residence?		ine			
	If you have <b>more than one dwelling</b> , your main residence is the one where you usually live (centre of life, family home).	Person	Person 2	Person 3	Person 4	Person 5
	Yes					
	No					
9	Yes					
	Yes					
	No	→ 13	3			
10	Have any household members moved out since the last interview?					
	Yes, number of those who moved out					
	No	8				
11	Have any household members died since the last interview?					
	Yes, number of those who died					
	No					

page 4 Microcensus

12	Did you move into this household after the last interview?					
	Please mark "Yes" for children born in the last 12 months.	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes					
	No					
Peo	ole and household					
13	Do you live in a one-person household?					
	Yes	→ 19				
	No					
14	Does your mother live in this household?  This includes stepmothers, adoptive and foster mothers.	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes, my mother is number (see flap)					
	No	8				
15	Does your father live in this household?	•	<b>%</b>			
	This includes stepfathers, adoptive and foster fathers.	Person	Person 2	Person 3	Person 4	Person 5
	Yes, my father is number (see flap)					
	No	G)				
16	Does your spouse live in this household?	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes, my spouse is number (see flap)	→ 18	→ 18	→ 18	→ 18	→ 18
	No	8				
		'				
17	Does your partner live in this household?	1	ı	1	1	1
	Ť This includes registered life partnerships.	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes, my partner is number (see flap)					
	No	8				

18	What is your relationship to Person 1?	Person 1	Person 2	Person 3	Person 4	Person 5
	I am Person 1.	1 🔲				
	I am (his/her)					
	wife, husband.	2				
	partner.	3				
	daughter, son (including stepchildren, adopted and foster children).	4				
	daughter-in-law, son-in-law.	5				
	granddaughter, grandson.	5				
	great-granddaughter, great-grandson	7				
	mother, father (including stepparents, adoptive and foster parents).	3				
	mother-in-law, father-in-law.	e l				
	grandmother, grandfather	0				
	great-grandmother, great-grandfather	1				
	sister, brother.	2				
	sister-in-law, brother-in-law.	3	(O)			
	another relative by birth/marriage					
	not related by birth/marriage 1					
Info	rmation and communication technologies in the	household				
19	Does your household have internet access:  This refers to the possibility of accessing the internet from home.					
	This includes internet access through fixed devices (e.g. desktop computer) and mobile devices (e.g. smartphone).					
	Yes	ı 🗌				
	No	3 📙				
	I don't know.	7				

page 6 Microcensus

# Children in day care

Is there at least one child in your household who is aged 14 or under?					
Yes					
No					
For each child aged 14 or under, please indicate the type of care in the 12 months before the reference week.					
Please mark all relevant boxes.	Person 1	Person 2	Person 3	Person 4	Person 5
Day care centre (kindergarten, crèche)	1				
Professional child minder	2				
Au-pair, babysitter	3				
Preschool institution (pre-primary education)	4				
Care services for pupils before and/or after school (offered by school or other facility)	5				
Relatives, friends, neighbours	6				
None of the above categories applies.	7	$\rightarrow$ 23			
For each child aged 14 or under, please indicate the type of care in the 4 weeks before the reference week.	· onn	diffe			
Please mark all relevant boxes.	Person 1	Person 2	Person 3	Person 4	Person 5
Day care centre (kindergarten, crèche)	)   _				
Professional child minder	2				
Au-pair, babysitter	3				
Preschool institution (pre-primary education)	4				
Care services for pupils before and/or after school (offered by school or other facility)	5				
Relatives, friends, neighbours	6				
None of the above categories applies.	7				

# Citizenship and duration of residence

23	Were you born in Germany?					
	The place of birth is Germany also in the following cases:					
	<ul> <li>the place of birth was part of Germany's national territory at the time of birth, but today it is not</li> </ul>					
	(e. g. Breslau before 1945).  – the place of birth is part of Germany's national					
	territory today, but it was not at the time of birth					
	(e.g. the person concerned was born in Dresden between 1949 and 1990, which was GDR					
	territory at the time, or in Saarbrücken between					
	1947 and 1956, which was French territory at the time).	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes					
		≥ 25	→ 25	☐ <b>→</b> 25	☐ <b>→</b> 25	☐ <b>→</b> 25
	No	8 23				
24	Were you born in the Federal Republic of Germany (today's territory)?					
	# "Today's territory" refers to the national borders					
	<ul><li>of the Federal Republic of Germany as of 3 October 1990.</li></ul>	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1		_ → 28		
	No	8				
25	In which country (today's borders) were you born?	etion				
	Person 1	(Q)				
	Person 2					
	Person 3					
	Person 4					
	Person 5					
26	When did you (first) arrive in the Federal Republic of Germany (today's territory)?					
	Šee also p. 49: 11 "Today's territory".	Person 1	Person 2	Person 3	Person 4	Person 5
	Year		J   L	J L		

page 8 Microcensus

27	What was your (main) reason for moving to the Federal Republic of Germany (today's territory)?						
	If there are several reasons, please mark the main one.		Person 1	Person 2	Person 3	Person 4	Person 5
	Employment: job found before moving to Germany	1					
	Employment: no job found before moving to Germany	2					
	Academic studies or other education, advanced training	3					
	Moved to Germany with a family member or followed a family member (family reunification)	4					
	Marriage/partnership with a person living in Germany (family formation)	5					
	Flight, persecution, expulsion, asylum	6					
	Free movement within the EU: wished to settle in Germany	7					
	Retirement	8					
	Other main reason	9					
28	What language/languages do you speak at home?		Person 1	Probn 2	Person 3	Person 4	Person 5
	I only speak German at home.	1	□ → 30       ○	→ 30	→ 30	→ 30	→ 30
	I speak German and at least one other language at home.	2					
	I do not speak German at home but another language/other languages.	3					
	2010						

)	What language do you mainly speak at home?		Person 1	Person 2	Person 3	Person 4	Person 5
	Albanian	1					
	Arabic	2					
	Bosnian	3					
	Bulgarian	4					
	Chinese	5					
	Danish	6					
	German	7					
	English	8					
	French	9					
	Greek	10					
	Italian	11					
	Croatian	12					
	Kurdish	13					
	Macedonian	14					
	Dutch	15		Q,O			
	Pashto	16		<b>D</b> ),			
	Persian	17					
	Polish	18					
	Portuguese	19					
	Romanian	20					
	Russian	21					
	Serbian	22					
	Spanish	23					
	Turkish	24					
	Hungarian	25					
	Vietnamese	26					
	Another European language	27					
	Another African language	28					
	Another Asian language	29					
	Another language	30					

page 10 Microcensus

30	Have you ever interrupted your stay in the Federal Republic of Germany (today's territory) and lived abroad for at least one year?		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1					
	No	8	→ 32				→ 32
31	In what year did you return to the Federal Republic of Germany (today's territory) after you last stayed abroad for at least one year?		Person 1	Person 2	Person 3	Person 4	Person 5
	Year				1		
32	Do you have German citizenship?		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes, German citizenship only	1	→ 37	→ 37		→ 37	→ 37
	Yes, German citizenship and citizenship of at least one foreign country	2			□ → 36	□ → 36	□ → 36
	No	8					
33	Of which foreign country do you have citizenship? If you do not have citizenship of any country, please enter "stateless".						
	Person 1		•	16			
	Person 2			<i></i>			
	Person 2  Person 3  Person 4  Person 5	è	10,				
	Person 4	5					
	Person 5						
34	Do you have citizenship of another foleign country?		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1					
	No	8	→ 46	→ 46	→ 46	→ 46	→ 46
35	Of which second foreign country do you have citizenship?						
	Person 1						1
	Person 2						
	Person 3						→ 46
	Person 4						

50	Of which other country do you have citizenship?						
	Person 1						
	Person 2						
	Person 3						
	Person 4						
	Person 5						
37	How did you obtain German citizenship?						
	Šee also p. 49: 2 "Citizenship".		Person 1	Person 2	Person 3	Person 4	Person 5
	By birth	1	→ 40	□ → 40	□ → 40	□ → 40	□ → 40
	As a non-naturalised (ethnic) German repatriate	2	→ 46	→ 46	□ → 46	→ 46	→ 46
	As a naturalised (ethnic) German repatriate	3					
	By naturalisation (no ethnic German repatriate)	4					
	By adoption by German parent(s)	5	→ 46	→ 46	→ 46	→ 46	→ 46
38	When were you naturalised?		Person 1	Person 2	Person 3	Person 4	Person 5
	Year					1	1
39	Which citizenship did you have before your naturalisation?			Jan.			
	You may also enter citizenship of the following former countries: Yugoslavia, Serbia and Montenegro, Soviet Union, Czechoslovakia.	<b>(</b>	estion				
	If you were stateless before your naturalisation, please enter "stateless".	<i>\</i>					
	Person 1						1
	Person 2						
	Person 3						→ 46
	Person 4						-
	Person 5						
40	Does your mother live in this household?						
	This includes stepmothers, adoptive and foster mothers.		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1	→ 43		→ 43	→ 43	
	No	ρ					

page 12 Microcensus

41	Has your mother moved to Germany (today's territory)?		1	1	ı	ı	ı			
	į See also p. 49: 1 "Today's territory".		Person 1	Person 2	Person 3	Person 4	Person 5			
	Yes, in (year)									
	Yes, but I do not know the year of arrival	2								
	No	8								
	I don't know.	7								
42	Is/was your mother a German citizen?				ı	ı	ı			
	Šee also p. 49: 2 "Citizenship".		Person 1	Person 2	Person 3	Person 4	Person 5			
	Yes, by birth	1								
	Yes, as a non-naturalised (ethnic) German repatriate	2								
	Yes, as a naturalised (ethnic) German repatriate	3								
	Yes, by naturalisation (no ethnic German repatriate)	4								
	Yes, by adoption by German parent(s)	5								
	Yes, but I do not know how it was obtained	6								
	No	8								
	I don't know.	7		(CO)						
43	Does your father live in this household?									
	This includes stepfathers, adoptive and foster fathers.		Person 1	Person 2	Person 3	Person 4	Person 5			
	Yes	2	→ 46	→ 46	→ 46	→ 46	→ 46			
	No									
44	Has your father moved to Germany (today's territory)?									
	į See also p. 49: 💵 "Today's territo		Person 1	Person 2	Person 3	Person 4	Person 5			
	Yes, in (year)									
	Yes, but I do not know the year of arrival	2								
	No	8								
	I don't know.	7								

45	Is/was your father a German citizen?					
	Šee also p. 49: 2 "Citizenship".	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes, by birth	1				
	Yes, as a non-naturalised (ethnic) German repatriate	2				
	Yes, as a naturalised (ethnic) German repatriate	3				
	Yes, by naturalisation (no ethnic German repatriate)	4				
	Yes, by adoption by German parent(s)	5				
	Yes, but I do not know how it was obtained	6				
	No	8				
	I don't know.	7				
46	Was your father born in Germany (today's territory)?					
	Šee also p. 49: 1 "Today's territory".	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1 → 48	→ 48	→ 48	→ 48	→ 48
	No	8				
	I don't know.	<sub>7</sub>	☐ → 48	→ 48	→ 48	□ → 48
47	In which country (today's borders) was your father born?		Sike			
	Person 1					
	Person 2	restion				
	Person 3	<b>5</b>				
	Person 4					
	Person 5					
48	Was your mother born in Germany (today's territory)?					
	Šee also p. 49: ■ "Today's territory".	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1 → 50	→ 50	→ 50	→ 50	→ 50
	No	8				
	I don't know.	<sub>7</sub>	→ 50		→ 50	
49	In which country (today's borders) was your mother born?					
	Person 1					
	Person 2					
	Person 3					
	Person 4					
	Person 5					

page 14 Microcensus

# School or university attendance

of the period	Yes" even if this applied only to part.	Person 1	Person 2	Person 3	Person 4	Person 5		
No		8   → 56	<b>□</b> → 56	<u></u> → 56	→ 56	→ 56		
	a pupil, apprentice, student in th fore the reference week?	e Person 1	Person 2	Person 3	Person 4	Person 5		
Yes		1						
higher educ because of u practical tra studies at a	vitched to another school, ation institution or apprenticeship, university vacation, school holidays, ining phase in an establishment, higher education institution or ad, illness, maternity leave.							
No, for other rea	isons	8						
Which school/higher education institution did you last attend?								
Schools of gen	eral education	Person 1	Person 2	Person 3	Person 4	Person 5		
Primary school								
	e in grades 5/6 (e.g. at primary or							
secondary scho	ols, diagnostic stage)							
Special school, s	pecial needs school, special needs	3						
Special school, s	pecial needs school, special needs							
Special school, sassistance	pecial needs school, special needs	4						
Special school, sassistance	pecial needs school, special needs	4						
Special school, sassistance	pecial needs school, special needs	5						
Special school, sassistance	pecial needs school, special ne (a) several courses of education ral school, evening secondary nool, evening intermediate school	5						
Special school, sassistance	several courses of education	5						
Special school, sassistance	pecial needs school, special ne (a) several courses of education ral school, evening secondary nool, evening intermediate school	4 5 5 6 7 8 9 9	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	<ul><li>□</li><li>□</li><li>□</li><li>□</li><li>□</li><li>□</li><li>□</li><li>→ 56</li></ul>		

Please turn the page for more schools.

Still: question Vocational schools offering a general school Person 1 Person 2 Person 3 Person 4 Person 5 52 certificate Vocational school offering an intermediate school certificate (e.g. full-time vocational school) ...... 12 Vocational school offering an entrance qualification for higher education institutions: Specialised upper secondary school ...... 13 Full-time vocational school ......14 Two-year full-time vocational school ...... 15 **Vocational schools** Pre-vocational training year ...... 16 Basic vocational training year ...... 17 **→** 56 **→**56 →56 <del>→</del> 56 <del>→</del>56 Vocational school (dual system) ...... 18 Full-time vocational school providing a vocational Training centre/school for health-care service occupations and social occupations one year (e.g. geriatric care assistant) ...... 20 two years (e.g. masseur/masseuse, pharmaceutical laboratory assistant) ...... 21 three years (e.g. physiotherapy, medical laboratory assistant, geriatric care) ..... Training centre/school for educators ..... Master craftsman training programme at trade and technical schools ..... Trade and technical school e.g. for technicians, business economists ..... Specialised academy (in Bayern only) ...... 26 **Higher education institutions** Vocational academy ...... 27 College of public administration ......28 University of applied sciences, Cooperative State → 55 → 55 → 55 → 55 → 55 University (in Baden-Württemberg and Thüringen) ... 29 University (also college of art and music, college of education, college of theology) ......30 **→** 56 → 56 **→** 56 Doctoral studies  $\rightarrow$  56 53 Which are the highest grades you attended at a school of general education? Person 1 Person 2 Person 3 Person 4 Person 5 Grades 1 to 4 ..... Grades 5 to 9/10 ..... Upper secondary grades in grammar school .....

# What is the title of your master craftsman specialisation?

This refers to **master** craftsman training programmes **at trade and technical schools**, e.g. master carpenter, master hairdresser, master electrician, master home economist, master plumber and the like.

	Person 1					1
	Person 2					
	Person 3					→ 56
	Person 4					
	Person 5					
55	What course of study did you take?	Person 1	Person 2	Person 3	Person 4	Person 5
	Bachelor's	1 🗆				
	Master's	2				
	Diplom degree or comparable course of study	3				
56	Are you 15 years or older?	Person 1	con 2	Person 3	Person 4	Person 5
	Yes					
	No	☐ ★ 136			→ 136	_ → 136
	No					

# **Employment situation in the reference week**

No	Did you work for payment for at least one hour in the reference week?					
Did you work for at least 1 hour in the reference week as an unpaid family worker in a family business?  Yes		Person 1	Person 2	Person 3	Person 4	Person 5
Did you work for at least 1 hour in the reference week as an unpaid family worker in a family business?  Yes	Yes	1	→ 65		→ 65	$\square \rightarrow 0$
week as an unpaid family worker in a family business?  Yes	No	8				
Person 1 Person 2 Person 3 Person 4 Person 2 Person 3 Person 4 Person 2 Person 3 Person 4 Person 3 Person 4 Person 3 Person 4 Person 4 Person 5 Person 6 Person 6 Person 6 Person 6 Person 6 Person 6 Person 7 Person 8 Person 8 Person 8 Person 8 Person 9 Pe	·					
No		Person 1	Person 2	Person 3	Person 4	Person
Do you normally have work or a job from which you were absent in the reference week?  Possible reasons are holidays, illness or parental leave.  Yes  No  Did you do any casual or small work for payment in the reference week, such as listed below? This refers to work that you did not do for your own family.  It includes working, for example, as/in  — waiter/waitress, service employee or temporary helper in a bar, restaurant or hotel  — household helper or cleaner  — delivery services driver for restaurants, shore shops; or as courier  — babysitter  — carer of children or of people in heed of care — deliverer of advertising leaflets or free newspapers  — hostess/gentleman host — private tutor — renovation or construction helper (e. g. painting, wallpapering, plastering, installing electrics, plumbing)  — gardening (mowing the lawn, cutting hedges or trees, etc.)  Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 4 Person 1 Person 2 Person 3 Person 4 Person 5 Person 4 Person	Yes	1		→ 65		$\square$
you were absent in the reference week?  Possible reasons are holidays, illness or parental leave.  Yes	No	8				
Person 1	you were absent in the reference week?					
Did you do any casual or small work for payment in the reference week, such as listed below? This refers to work that you did not do for your own family.  It includes working, for example, as/in  — waiter/waitress, service employee or temporary helper in a bar, restaurant or hotel  — household helper or cleaner  — delivery services driver for restaurants, white shops; or as courier  — babysitter  — carer of children or of people in need of care  — deliverer of advertising leaflets or free newspapers  — hostess/gentleman host — private tutor — renovation or construction helper (e. g. painting, wallpapering, plastering, installing electrics, plumbing) — gardening (mowing the lawn, cutting hedges or trees, etc.)  Person 1 Person 2 Person 3 Person 4 Person 1		Person 1	Person 2	Person 3	Person 4	Person
It includes working, for example, as/in  - waiter/waitress, service employee or temporary helper in a bar, restaurant or hotel  - household helper or cleaner  - delivery services driver for restaurants, there shops; or as courier  - babysitter  - carer of children or of people in fixed of care  - deliverer of advertising leaflets or free newspapers  - hostess/gentleman host  - private tutor  - renovation or construction helper (e. g. painting, wallpapering, plastering, installing electrics, plumbing)  - gardening (mowing the lawn, cutting hedges or trees, etc.)  Person 1 Person 2 Person 3 Person 4 Person 4	Yes	1	→ 61	→ 61		$\longrightarrow$
It includes working, for example, as/in  - waiter/waitress, service employee or temporary helper in a bar, restaurant or hotel  - household helper or cleaner  - delivery services driver for restaurants, there shops; or as courier  - babysitter  - carer of children or of people in fixed of care  - deliverer of advertising leaflets or free newspapers  - hostess/gentleman host  - private tutor  - renovation or construction helper (e. g. painting, wallpapering, plastering, installing electrics, plumbing)  - gardening (mowing the lawn, cutting hedges or trees, etc.)  Person 1 Person 2 Person 3 Person 4 Person 4	No	8				
It includes working, for example, as/in  - waiter/waitress, service employee or temporary helper in a bar, restaurant or hotel  - household helper or cleaner  - delivery services driver for restaurants, thate shops; or as courier  - babysitter  - carer of children or of people in need of care  - deliverer of advertising leaflets or free newspapers  - hostess/gentleman host  - private tutor  - renovation or construction helper (e. g. painting, wallpapering, plastering, installing electrics, plumbing)  - gardening (mowing the lawn, cutting hedges or trees, etc.)  Person 1 Person 2 Person 3 Person 4 Person 4			in			
	refers to work that you did not do for your own family.  It includes working, for example, as/in  - waiter/waitress, service employee or temporary helper in a bar, restaurant or hotel  - household helper or cleaner  - delivery services driver for restaurants, shops; or as courier  - babysitter  - carer of children or of people in need of care  - deliverer of advertising leaflets or free newspapers  - hostess/gentleman host  - private tutor  - renovation or construction helper (e. g. painting, wallpapering, plastering, installing electrics, plumbing)	harvesti  preparir  academ  bookkee  translate  coach in  tempora  freelanc  artist or  blogger, content  pet care  preparir	ng analyses of ic assistant eping or a a sports clu ary security wer on online performer , influencer, of for pay r	b vorker platforms		
15)		D	l	lp 2	l	l 6
No $_{8}$ $\longrightarrow$ 111 $\longrightarrow$ 111 $\longrightarrow$ 111 $\longrightarrow$ 111 $\longrightarrow$ 111 $\longrightarrow$	trees, etc.)		1	<u>                                    </u>		Person

page 18 Microcensus

#### 61 Why did you not work in the reference week?

See also p. 49:
"Partial retirement" and

"Caregiver Leave Act/Family Caregiver Leave Act".

	If there are several reasons, please mark the main one.	Person 1	Person 2	Person 3	Person 4	Person 5
	Illness, accident (including spa treatment, rehabilitation)	1 1	$\Box_1$		$\Box_1$	$\Box_1$
	Holidays, special leave	2 -				-
	Compensation leave (within the framework of a working time account or an annualised hours contract)	3	→65	→65	→65	→65
	Maternity leave	4 -	-		-	□ -
	Partial retirement	5 -	-			□-
	Vocational and continuing training	6				
	Parental leave	7				
	Released from work under the Caregiver Leave Act	8				
	Off-season	9	→ 64			
	Strike, lockout	10 7	$\square_1$	$\square_1$	$\Box$ 1	$\Box$ 1
	Bad weather	ıı	(C)			
	Short-time work for technical or economic reasons					
	General and continuing education, school attendance	13. (0)	→63	→63	→63	→63
	Personal, family responsibilities					
	Other reasons	15				
	I have already found a job but did not yet work in that job in the reference week.	→ 111	→ 111	□ → 111	→ 111	→ 111
62	Are you still receiving continued pay, public or social benefits as full or partial wage/salary replacement?	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1 → 65	→ 65	→ 65	→ 65	→ 65
	No					
	Not applicable because self-employed, freelancer	9				
63	Indicate the total period of your absence from work?	Person 1	Person 2	Person 3	Person 4	Person 5
	3 months or less	1	→ 65	→ 65		→ 65
	More than 3 months	8	→ 112	→ 112	→ 112	→ 112
64	Do you do any work in that job during the off- season?	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1 -				
	No	8	□ → 113			□ → 113

# Job during the reference week

66

# What was your status in employment in the reference week?

If you have more than one job, your answer should only refer to the job in which you work the most hours (main job).

In this context, it is irrelevant whether you are actually working in your main job or whether you are absent, for instance, because of parental leave, illness or holidays.

See also p. 49: 5 "Categorisation of job".

Colf anomalous dispussion freedom sou		Person 1	Person 2	Person 3	Person 4	Davasa F
Self-employed person, freelancer		Person I	Person 2	Person 3	Person 4	Person 5
without employees	1	<u> </u>	<u> </u>	└-	□1	□1
with employees	2					
Unpaid family worker in a family business	3		-	-	-	
Public official (not including candidates), judge	4	<u></u> →67	>67	→67	<del>&gt;</del> 67	<del>-&gt;</del> 67
Salary earner (not including apprentices)	5					
Wage earner (not including apprentices), homeworker	6					
Apprentice/trainee receiving remuneration	7					
Candidate public official	8		Ø <sub>1</sub>	$\Box$	$\Box_1$	
Intern, trainee (including paid practical training or internship)	9	Z OIL				
Temporary or professional soldier	10	→ 67	→67		→ 67	→67
In voluntary military service	11					
In the Federal Volunteer Service (also social, ecological or cultural year)	12	-	-	-		
Other employee with a small-scale jok	13					
With whom did you conclude/enter into your apprenticeship contract?						
This refers to remunerated apprenticeships/traineeships.		1	1	ı	1	1
With an establishment (company, shop, office, hospital, public authority)	1	Person 1	Person 2	Person 3	Person 4	Person 5
With an inter-company or external institution as vocational training provider, e.g. a vocational training centre for disabled young people (Berufsbildungswerk), educational centre						
(Bildungszentrum)	2					

page 20 Microcensus

#### If you have more than one job. your answer should only refer to the job in which you work the most hours (main job). In this context, it is irrelevant whether you are actually working in your main job or whether you are absent, for instance, because of parental leave, illness or holidays. See also p. 49: 6 "Marginal employment". Yes, a 450-euros job, mini-job Person 4 Person 1 Person 2 Person 3 Person 5 (average maximum earnings of 450 euros per month) Yes, short-term employment (a maximum of 3 months or 70 days worked per year) ...... 2 Yes, a one-euro job, (job opportunity for people receiving unemployment benefit II) No ..... 68 How often do you work in your job? Person 3 Person 4 Person 5 Regularly ...... 1 Irregularly, occasionally On a seasonal basis ..... Job during the reference week Please provide some keywords to describe your 69 current job. For example – selling clothing - teaching children at primary school - advising and informing customers on travel - designing or planning buildings and other structures - assembling and testing electronic circuits - mixing concrete, mortar and plaster voluntary - attending to and caring for patients (before, during and after surgeries) Person 1 Person 2 Person 3 ..... Person 4 ..... Person 5 .....

67

Are you in marginal employment?

#### For example - fashion shop assistant - primary school teacher - travel agent - construction engineer - electronic equipment mechanic - unskilled construction labourer – nurse Person 1 ..... Person 2 Person 4 Person 5 ..... 71 Do you mainly perform executive or supervisory duties in your job? Person 1 Person 2 Person 3 Person 4 Person 5 Yes, executive duties (including the authority to take staff, budget and strategy decisions) ...... Yes, supervisory duties (guiding and supervising staff, distributing work and checking the outcome) ......2 No ..... What activities does your current job usually **72** consist of? Please mark all relevant boxes. Person 2 Person 3 Person 4 Person 5 Person 1 Giving guidance to staff ..... Supervising staff ..... Distributing work ......3 Checking the work performed ......4 None of the above

70

What is the title of your current job?

page 22 Microcensus

73	Enter the branch of activity of the establishment (location) you currently work in.					
	If the establishment has <b>several locations</b> , please enter the main activity of the location, not of the whole enterprise.					
	If you are a <b>temporary employee</b> , please enter the relevant branch of activity.					
	Please state the <b>branch of activity</b> as accurately as possible, for example					
	<ul> <li>food retailing (not: trade)</li> <li>machine tool industry (not: factory)</li> <li>facility management, caretaker services, business consultancy (not: services)</li> <li>software development (not: IT)</li> </ul>					
	See also p. 49: <b>2</b> "Establishment (location)".					
	Person 1					
	Person 2					
	Person 3					
	Person 4					
	Person 5					
74	Please fold out the flap at the side of page 2 and enter the name and address of the establishment.  The name and address of the establishment will only be used to identify its branch of activity and will not be stored.	estionn	aire			
75	Are you employed in the public service?					
	The public service comprises the federal, Land and municipal authorities, publicly maintained schools, the employment agency, the social security institutions, the police and the Federal Armed Forces.					
	If you work in a privatised successor company of Deutsche Post/Bundesbahn or are employed by a church, please indicate "No".	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	reison	reison 2	reison 3	Person 4	reison 3
	res	1   🗀				
	No					

	(location) you currently work in?					
	If you are self-employed and have several establishments/locations, your answer regarding the size of the establishment should refer to the establishment with the highest number of employees.	Person 1	Person 2	Person 3	Person 4	Person 5
	Up to 10 people	1				
	11 to 19 people	2 7	$\square$		$\Box$	$\Box$ 1
	20 to 49 people	3	-			-
	50 to 249 people	4	<u></u> →78	→78	<u></u> →78	→78
	250 to 499 people	5 -	-			-
	500 people or more	6				
77	Please enter the exact number of people working in the establishment:	Person 1	Person 2	Person 3	Person 4	Person 5
	Number of people					
	nge of job or occupation		Q.			
78	Did you change your job/line of business in the		Sille			
78	Did you change your job/line of business in the reference week or the preceding 12 months?  If you are self-employed or a freelancer and you changed your line of business, please mark "Yes".  If you are an employee and you started a new job with your current or a new employer, please mark "Yes".  A change of job includes a switch from dependent employment to self-employment or freeland work and vice versa.		Person 2	Person 3	Person 4	Person 5
78	reference week or the preceding 12 months?  If you are self-employed or a freelancer and you changed your line of business, please mark "Yes".  If you are an employee and you started a new job with your current or a new employer, please mark "Yes".  A change of job includes a switch from dependent employment to self-employment or freeland work			Person 3	Person 4	Person 5
78	reference week or the preceding 12 months?  If you are self-employed or a freelancer and you changed your line of business, please mark "Yes".  If you are an employee and you started a new job with your current or a new employer, please mark "Yes".  A change of job includes a switch from dependent employment to self-employment or freeland work and vice versa.			Person 3	Person 4	Person 5
	reference week or the preceding 12 months?  If you are self-employed or a freelancer and you changed your line of business, please mark "Yes".  If you are an employee and you started a new job with your current or a new employer, please mark "Yes".  A change of job includes a switch from dependent employment to self-employment or freeland work and vice versa.  Yes			Person 3	Person 4	Person 5
78	reference week or the preceding 12 months?  If you are self-employed or a freelancer and you changed your line of business, please mark "Yes".  If you are an employee and you started a new job with your current or a new employer, please mark "Yes".  A change of job includes a switch from dependent employment to self-employment or freeland work and vice versa.  Yes  No  Did you change your occupation in the reference			Person 3	Person 4	Person 5
	reference week or the preceding 12 months?  If you are self-employed or a freelancer and you changed your line of business, please mark "Yes".  If you are an employee and you started a new job with your current or a new employer, please mark "Yes".  A change of job includes a switch from dependent employment to self-employment or freelance work and vice versa.  Yes  No  Did you change your occupation in the reference week or the preceding 12 months?  This includes a change of occupation without	Person 1  Person 1	Person 2			

page 24 Microcensus

# Scope and scale of current job

80	Do you currently have a full-time or part-time job?									
	If you have <b>more than one job</b> , your answer should only refer to the job in which you work the most hours (main job).									
	If you are in <b>partial retirement</b> please mark the category relating to the time before you entered partial retirement.	Person 1	Person 2	Person 3	Person 4	Person 5				
	Full-time	→ 83	□ → 83			→ 83				
	Part-time									
81	Why do you work part-time?									
	If there are several reasons, please mark the main one.	Person 1	Person 2	Person 3	Person 4	Person 5				
	Could not find full-time work	1 <b>]</b>		□ <sub>1</sub>	□լ					
	School education, studies, other education or advanced training	2 →83	>83	→83	→83					
	Own illness, consequences of an accident									
	Permanently reduced earning capacity, permanent disability	4								
	Have to look after children	5	O D							
	Have to look after people with disabilities	6								
	Have to look after people in need of care									
	Other family reasons	& □ 1								
	Other personal reasons	10 →83	→83	→83	→83	->83				
	I want to work part-time.									
	Other main reason	12								
82	Why do you yourself look after children, people with disabilities or people in need of care?									
	Please mark all relevant boxes.	Person 1	Person 2	Person 3	Person 4	Person 5				
	There is no adequate care available in the vicinity	1								
	There is no adequate care available at the relevant times of the day.	2								
	Adequate care is too expensive.	3								
	I want to do it myself.	4								
	Other essential reasons	9								

83	Are you self-employed/a freelancer or an unpaid family worker?	Person	1	Person 2	Person 3	Person 4	Person 5
	Yes	1 🗆					
	No	8 □→	85	→ 85	→ 85		→ 85
84	How many hours per week do you usually work?						
	If your working hours vary greatly, please estimate the average hours you work per week based on the last 4 to 12 weeks.						
	Please round to the nearest half hour (e.g. 38.5).	Person	1	Person 2	Person 3	Person 4	Person 5
	Number of hours	<u> </u> 89	. [	<u> </u>	<u></u> → 89	☐ ☐ . ☐ . ☐ . ☐ . ☐ . ☐ . ☐ . ☐ . ☐ . ☐	L
85	Do you have a working contract for your job with a company that has placed you in a temporary assignment?	Person	1	Person 2	Person 3	Person 4	Person 5
	Yes	1 🔲					
	No	8					
86	Do you have a fixed-term working contract?						
	An apprenticeship or training contract is considered as a fixed-term contract.	Person	1	Person	Person 3	Person 4	Person 5
	Yes, fixed-term contract	1 🗆					
	No, open-ended contract	8	10				
87	Do you usually work as many hours per week as contractually agreed?	Person	1	Person 2	Person 3	Person 4	Person 5
	Yes	$\sum_{i}$					
	No	8					
88	How many hours a week do you usually work, including regular extra hours and stand-by duty?						
	If your working hours vary greatly, please estimate the average hours you work per week based on the last 4 to 12 weeks.						
	See also p. 49: 3 "Stand-by duty".						
	Please round to the nearest half hour (e.g. 40.5).	Person	1	Person 2	Person 3	Person 4	Person 5
	Number of hours					]	
89	In the reference week, were there any days when you did not work because of vacation or public holidays?	Person	1	Person 2	Person 3	Person 4	Person 5
	Yes	1					
	No	8 □→	91	→ 91	→ 91	→ 91	→ 91
				· ·	· ·		

page 26 Microcensus

90	In all, how many days off did you have in the reference week?					
	Please include half days and count them as 0.5.	Person 1	Person 2	Person 3	Person 4	Person 5
	Number of days					
91	In the reference week, were there (other) days when you did not work because of illness, injury or a temporary disability?	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1				
	No	8	→ 93	→ 93	→ 93	→ 93
92	How many days in total did you not work in the reference week because of illness?					
	Please include half days and count them as 0.5.	Person 1	Person 2	Person 3	Person 4	Person 5
	Number of days					
93	In the reference week, were there (other) days when you did not work because of other reasons?	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1				
	No	8		→ 95	→ 95	→ 95
94	How many days in total did you not work in the reference week for other reasons?	200				
	ightharpoonup Please include half days and count them as 0.5.	Person 1	Person 2	Person 3	Person 4	Person 5
	Number of days					
95	How many hours did you actually work in the reference week?					
	The number of hours actually worked because may differ from the hours usually worked because of overtime, holidays, extra shifts public holidays, illness and the like.					
	The number of hours actually worked includes continuing and advanced training, stand-by duty, and work done at home provided that it is a normal part of your job, such as for teachers.					
	If you did not work in the reference week, please enter "0".					
	Please round to the nearest half hour (e. g. 28.5).	Person 1	Person 2	Person 3	Person 4	Person 5
	Number of hours					

# Second or additional jobs

reference week?						
This includes working as a self-employed person or unpaid family worker.		Person 1	Person 2	Person 3	Person 4	Person 5
Yes, I had 2 jobs.	1					
Yes, I had more than 2 jobs.	2					
No	8	→ 106	→ 106	→ 106	→ 106	→ 106
Are you in marginal employment in your additional job?						
If you have more than one additional job, please answer the questions below for the additional job in which you work the most hours.						
See also p. 49: 6 "Marginal employment".						
Yes, a 450-euros job, mini-job (average maximum earnings of 450 euros per month)	1	Person 1	Person 2	Person 3	Person 4	Person 5
Yes, short-term employment (a maximum of 3 months or 70 days worked per year)	2		<u></u> ,⟨⊘			
Yes, a one-euro job, (job opportunity for people receiving unemployment benefit II)	3					
No	8	EXIL				
How often do you work in your additional job?	7	Person 1	Person 2	Person 3	Person 4	Person 5
Regularly	1					
Irregularly, occasionally	2					
On a seasonal basis	3					
What is your status in your additional job?  See also p. 49: Takes "Categorisation of job".						
Self-employed person, freelancer		Person 1	Person 2	Person 3	Person 4	Person 5
without employees	1					
with employees	2					
Unpaid family worker in a family business						
Public official, judge						
Salary earner						
Wage earner homeworker	6					

page 28 Microcensus

100	additional job.						
	For example						
	<ul><li>selling clothing</li><li>teaching children at primary school</li></ul>						
	advising and informing customers on travel						
	offers						
	<ul> <li>designing or planning buildings and other</li> </ul>						
	structures  – assembling and testing electronic circuits						
	- mixing concrete, mortar and plaster						
Tal.	- attending to and caring for patients (before,						
Voluntary	during and after surgeries)						
>	_						
	Person 1						
	Person 2						
	Person 3						
	Person 4						
	_						
	Person 5						
				(0)			
101	What is the title of your additional job?			<i>y</i> ,,			
	For example - fashion shop assistant						
	- primary school teacher	•	.0				
	- travel agent	Č					
	– construction engineer	7	•				
	– electronic equipment mechanic						
	- unskilled construction labourer						
	- nurse						
	What is the title of your additional job?  For example - fashion shop assistant - primary school teacher - travel agent - construction engineer - electronic equipment mechanic - unskilled construction labourer - nurse  Person 1						
	Person 2						
	1 C13011 2						
	Person 3						
	Person 4						
	1 (13011 7						
	Person 5						
102	Do you mainly perform executive or supervisory						
	duties in your additional job?		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes, executive duties						
	(including the authority to take staff, budget and						
	strategy decisions)	'					
	Yes, supervisory duties						
	(guiding and supervising staff, distributing work						
	and checking the outcome)	2					
	No	ا	1 1				

#### 103 Enter the branch of activity of the establishment (location) in which you work in your additional job. If the establishment has several locations, please enter the main activity of the location, not of the whole enterprise. If you are a temporary employee, please enter the relevant branch of activity. Please state the **branch of activity** as accurately as possible, for example – food retailing (not: trade) – machine tool industry (not: factory) - facility management, caretaker services, business consultancy (not: services) software development (not: IT) See also p. 49: 7 "Establishment (location)". Person 4 Person 5 ..... How many hours a week do you usually work in your additional job, including regular extra hours and stand-by duty? f your working hours vary greatly, please estimate the average hours you work per week based on the last 4 to 12 weeks. Please round to the nearest half hour (e.g. 10.5). Person 1 Person 5 Person 2 Person 3 Person 4

105 How many hours did you actually work in your additional job in the reference week?

Number of hours .....

If you did not work in the reference week, please enter "0" in the number-of-hours box.

Please round to the nearest half hour (e. g. 9.5).

Number of hours

Person 1	Person 2	Person 3	Person 4	Person 5		
	h , H i					

page 30 Microcensus

#### **Number of desired working hours**

106	Would you like to retain your normal weekly working hours or to change them, subject to a corresponding adjustment in earnings?						
	The <b>weekly working hours</b> include the hours worked in the main job as well as in second and additional jobs.		Person 1	Person 2	Person 3	Person 4	Person 5
	Retain	1					
	Increase	2					
	Reduce	3	→ 109	→ 109	→ 109	→ 109	→ 109
107	How would you like to increase your working hours?		L	L	L	L	L
	Exclusively by working more hours in the current job(s)	1	Person 1	Person 2	Person 3	Person 4	Person 5
	Exclusively by taking up one or more additional jobs	2					
	Exclusively by moving to a job with more working hours	3					
	Without tying myself down to one of the above options	5		S.			
	By combining some of the above options	4					
108	Thinking of the 2 weeks following the reference week: Would you be able to start working more hours in		tionno				
	these 2 weeks?	9	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1					
	No	8					
109	How many hours a week would to like to work?						
	The <b>weekly working hours</b> include the hours worked in the main job as well as in second and additional jobs.						
	Please round to the nearest half hour (e.g. 3.5).		Person 1	Person 2	Person 3	Person 4	Person 5
	Number of hours						

#### Search for work by persons in employment/persons with a second job

# 110 Did you look for different or additional work in the reference week or the preceding 3 weeks?

# Looking for work includes any search for paid work, including second or

any search for paid work, including second or mini-jobs, self-employed or freelance activities, or small-scale activities.

#### Forms of search are,

for instance, looking through job offers in newspapers or on the internet, searching for job vacancies on notice boards, asking acquaintances and relatives.

Yes	1	135	135	135	135	] → 135
No	8	1 1		],	1	1

Person 1

Person 3

Person 4

Person 5

Person 2

modelauestionnaire

page 32 Microcensus

# Last job or absence from work

111	Have you ever worked for pay or been in paid employment?						
	Former unpaid family workers please mark "Yes, for a total of more than three months".  If you were in paid (self-)employment more than						
	once, please add up the times.		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes, for a total of more than three months	1					
	Yes, for a total of less than three months	2					
	No	8	→ 121	→ 121	→ 121	→ 121	→ 121
112	Why did you leave or are absent from your last paid job?						
	If there are several reasons, please mark the main one.						
	Reasons related to the labour market		Person 1	Person 2	Person 3	Person 4	Person 5
	Dismissal (including closure of establishment)	1					
	End of a fixed-term working contract	2					
	Sale or closure of own enterprise	3					
	Family reasons		•	KO.			
	Have to look after children	4					
	Have to look after people with disabilities	5					
	Have to look after people in need of care	0					
	Other family reasons	<b>7</b>					
	Personal reasons						
	Own resignation	8					
	School or vocational education, studies	9					
	Own illness, consequences of an accident	10					
	Permanently reduced earning capacity, permanent disability	11					
	Retirement	12					
	Other personal reasons	13					
	<b>Other reasons</b>						
	Other main reason	14					
113	When did you leave your last paid job/since when		I_	L	1_	I_	1-
	have you been absent from it?		Person 1	Person 2	Person 3	Person 4	Person 5
	Month						
	Year				ــــــــــــــــــــــــــــــــــــــ	ــــــــــــــــــــــــــــــــــــــ	

# 114 What was your status in your last job/the job from which you are absent?

See also p. 49: 5 "Categorisation of job".

115

Self-employed person, freelancer		Person 1	Person 2	Person 3	Person 4	Person 5
without employees	1					$\Box$ 1
with employees	2				-	
Unpaid family worker in a family business	3					
Public official (not including candidates), judge	4	→ 116	→ 116	→ 116	→ 116	→ 116
Salary earner (not including apprentices)	5				-	
Wage earner (not including apprentices), homeworker	6					
Apprentice/trainee receiving remuneration	7					
Candidate public official	8	$\Box$ 1	$\Box$ 1			$\square_1$
Intern, trainee (including paid practical training or internship)	9					
Temporary or professional soldier	10	→ 116	→ 116	→ 116	→ 116	→ 116
Person doing compulsory military/civilian service	11					
In voluntary military service	12		Q Q			
In the Federal Volunteer Service (also social, ecological or cultural year)	13		<b>O</b> )			
With whom did you conclude/enter into your apprenticeship contract?		estion!				
This refers to remunerated apprenticeships/traineeships.		•				
With an establishment (company, shop, office hospital, public authority)	1	Person 1	Person 2	Person 3	Person 4	Person 5
With an inter-company or external institution as vocational training provider, e.g. a vocational training centre for disabled young people (Berufsbildungswerk), educational centre (Bildungszentrum)	2					

page 34 Microcensus

116	Please provide some keywords to describe your last job/the job from which you are absent.						
voluntary	For example - selling clothing - teaching children at primary school - advising and informing customers on travel offers - designing or planning buildings and other structures - assembling and testing electronic circuits - mixing concrete, mortar and plaster - attending to and caring for patients (before, during and after surgeries)						
	Person 1						
	Person 2						
	Person 3						
	Person 4						
	Person 5						
117	What was/is the title of your last job/the job from which you are absent?  For example - fashion shop assistant - primary school teacher - travel agent - construction engineer - electronic equipment mechanic - unskilled construction labourer - nurse  Person 1	· i	onna	Me			
	- travel agent - construction engineer - electronic equipment mechanic - unskilled construction labourer - nurse	S					
	Person 1						
	Person 2						
	Person 3						
	Person 4						
	Person 5						
118	Did you mainly perform executive or supervisory duties in your last job/the job from which you are absent?						
	Yes, executive duties (including the authority to take staff, budget and strategy decisions)		erson 1	Person 2	Person 3	Person 4	Person 5
	Yes, supervisory duties (guiding and supervising staff, distributing work and checking the outcome)	2					
	No	8					

nter the branch of activity of the establishment ocation) you last worked in or the branch of ctivity of the job from which you are absent.	
If the establishment has <b>several locations</b> , please enter the main activity of the location, not of the whole enterprise.	
If you were a <b>temporary employee</b> , please enter the branch of activity of your last job/the job from which you are absent.	
Please state the <b>branch of activity</b> as accurately as possible.	
For example:  - food retailing (not: trade)  - machine tool industry (not: factory)  - facility management, caretaker services, business consultancy (not: services)  - software development (not: IT)	
See also p. 49: 7 "Establishment (location)".	
Person 1	
Person 2	
Person 3	
Person 4	
Person 5	all
In your last job/the job from which you are absent: Were you employed in the public service?	estionnaire
The public service comprises the federal, Land and municipal authorities, publicly maintained schools, the employment agency, the social security institutions, the police and the Federal Armed Forces.	
If you worked in a privatised successor company of Deutsche Post/Bundesbahn most recently or were	

Person 1

Person 2

Person 3

Person 5

Person 4

employed by a church, please indicate "No".

Yes .....

page 36 Microcensus

# Search for work

121	Did you make any effort to find (new) work in the reference week or the preceding 3 weeks? This includes any search for a job with only a few						
	hours or activities to start a business.		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1					
	No	8					
122	What did you do in the reference week or the preceding 3 weeks to find new work?						
	Please mark all relevant boxes.		la .	la -	1	la .	la -
	Contacted the employment agency (job centre) or other employment authority	1	Person 1	Person 2	Person 3	Person 4	Person 5
	Contacted private employment organisations	2					
	Placed job wanted advertisements	3	-			-	
	Responded to job offers	4	-			-	
	Sent off unsolicited applications	5	-			-	
	Asked friends, relatives, acquaintances	6	-	-		-	
	Looked through job offers	7		<b>®</b>		-	
	Took tests, interviews, exams	8	□ → 1337	→ 133	→ 133	☐ <del>-&gt;</del> 133	→ 133
	Placed or updated online CVs	13			-	-	-
	Searched for premises, offices, equipment for self- employment or a freelance job.	<b>C</b>		-			
	Applied for licences, concessions or financial resources for self-employment or a freelance job.	10					
	Took other action for self-employment of a freelance job	11					
	Took other action	12					
123	Did you find a job in the reference week?		ı	ı	ı	ı	ı
	Yes, I found a job in the reference week and have started it.	1	Person 1  → 133	Person 2	Person 3	Person 4	Person 5
	Yes, I found a job in the reference week but have not started it yet.	2					
	No, I did not find a job in the reference week	8		→ 125		→ 125	

124	When will you start your new job?		Person 1	Person 2	Person 3	Person 4	Person 5
	Within the next 3 months after the reference week $\dots$	1	$\Box_1$		$\Box$ 1		$\Box_1$
	Later, that is, after more than 3 months after the reference week	8	133	→ 133	133	→ 133	133
125	If you are not looking for a job, would you nevertheless like to work?						
	† This also refers to jobs with only a few hours.		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1					
	No	8	→ 131	→ 131	→ 131	<b>→</b> 131	→ 131
126	Why did you not look for a job in the reference week and the preceding 3 weeks?						
	If there are several reasons, please mark the main one.		Person 1	Person 2	Person 3	Person 4	Person 5
	No suitable job available	1	$\Box$ 1	<u> </u>	1	1	1
	l am awaiting re-employment (following temporary lay-off).	2	- 128	-> 128	- → 128	☐ - → 128	☐- → 128
	Own illness, consequences of an accident	3					
	Permanently reduced earning capacity, permanent disability	4		e disconsisteration			
	Have to look after children	5	□ <b>⋌</b>				
	Have to look after people with disabilities	6					
	Have to look after people in need of care	.70					
	Other family responsibilities	7		□ <sub>1</sub>			
	Other personal responsibilities	9	-				
	School or vocational education, studies	10	128	128	128	128	128
	Retirement						
	Other main reason	12					
127	Why do you yourself look after children, people with disabilities or people in need of care?						
	Please mark all relevant boxes.		Person 1	Person 2	Person 3	Person 4	Person 5
	There is no adequate care available in the vicinity	1					
	There is no adequate care available at the relevant times of the day.	2					
	Adequate care is too expensive.	3					
	I want to do it myself.	4					
	Other essential reasons	9					

page 38 Microcensus

128	If a paid job had been available in the reference week, could you have started it within the			ا ما			ln -
	following 2 weeks?		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1	→ 135	→ 135	→ 135	→ 135	
	No	8					
129	Why would you not be able to start a new job within the following 2 weeks?						
	If there are several reasons, please mark the main one.		Person 1	Person 2	Person 3	Person 4	Person 5
	School or vocational education, studies	1	$\square_1$	$\Box$	$\Box_1$	$\Box_1$	$\Box_1$
	Own illness, consequences of an accident	2	→ 135	→ 135	→ 135	→ 135	→ 135
	Permanently reduced earning capacity, permanent disability	3					
	Have to look after children	4					
	Have to look after people with disabilities	5					
	Have to look after people in need of care	6					
	Other family responsibilities	7	□ լ	<b>□</b> ]	□լ		□լ
	Other personal responsibilities	8	→ 135	☐- 135	→ 135	→ 135	→ 135
	Retirement	9	135	133	135	133	- 133
	Other main reason	10					
130	Why do you yourself look after children, people with disabilities or people in need of care?	C	tion				
	Please mark all relevant boxes.	U	Person 1	Person 2	Person 3	Person 4	Person 5
	There is no adequate care available in the vicinity.	1	□ <sub>1</sub>	□ <sub>1</sub>	□ լ	<b>□</b> 1	<b>□</b> ]
	There is no adequate care available at the relevant times of the day.	2				. 125	. 125
	Adequate care is too expensive.	3	→ 135	→ 135	→ 135	135	→ 135
	I want to do it myself.	4					
	Other essential reasons	9		□ ]			$ \Box$

# 131 Why do you not want to, or why are you not able to work?

	If there are several reasons, please mark the main one.	Person 1	Person 2	Person 3	Person 4	Person 5
	•	7		7	7	
	School or vocational education, studies 1					
	Own illness, consequences of an accident 2	→ 135	→ 135	→ 135	→ 135	→ 135
	Permanently reduced earning capacity, permanent disability					
	Have to look after children 4					
	Have to look after people with disabilities5					
	Have to look after people in need of care 6					
	Other family responsibilities					
	Other personal responsibilities	-		-	-	
	Retirement9	→ 135	→ 135	→ 135	→ 135	→ 135
	Other main reason					
132	Why do you yourself look after children, people with disabilities or people in need of care?					
	Please mark all relevant boxes.	Person 1	Person2	Person 3	Person 4	Person 5
	There is no adequate care available in the vicinity 1	□ <sub>1</sub>		□լ	□լ	□ լ
	There is no adequate care available at the relevant times of the day.					
	Adequate care is too expensive.	135	→ 135	→ 135	→ 135	135
	I want to do it myself.			-	-	
	Other essential reasons					
133	How long have you looked or did you look for (other) work?	Person 1	Person 2	Person 3	Person 4	Person 5
	Less than 1 month					
	1 to less than 3 months					
	3 to less than 6 months					
	6 to less than 12 months 4					
	1 to less than 1 ½ years					
	1½ to less than 2 years6					
	2 to less than 4 years					
	4 years or more					

page 40 Microcensus

134	If a paid job had been available in the reference week, could you have started it within the following 2 weeks?  Yes  No		Person 1	Person 2	Person 3	Person 4	Person 5
Self-	assessment of life situation in the reference we	ek					
135	Regarding your situation in the reference week: which category best describes it?  See also p. 49:  "Partial retirement" and "Caregiver Leave Act/Family Caregiver Leave Act	t".					
	Salary earner, wage earner, public official (including temporary or professional soldiers, apprentices) and currently		Person 1	Person 2	Person 3	Person 4	Person 5
	on parental leave	1					
	in partial retirement	2					
	fully or partly released from work under the Caregiver Leave Act	3					
	partly released from work under the Family Caregiver Leave Act	4					
	Salary earner, wage earner, public official (including temporary or professional soldiers, apprentices) <b>not</b> on parental leave or in partial retirement and <b>not</b> released from work	25					
	Self-employed person, freelancer	•					
	without employees	6					
	with employees	7					
	Unpaid family worker in a family business	8					
	In the Federal Volunteer Service (also social, ecological or cultural year), in voluntary military service	9					
	Pupil, student	10					
	Retired or in early retirement	11					
	Unemployed	12					
	Housewife/househusband, looking after children or people in need of care	13					
	Permanently unfit for work	14					

Other ...... 15

# **Current income situation**

# 136 Which are your main sources of livelihood?

÷	See also p. 49:
_	"Main sources of livelihood".

Main sources of livelihood: Code from List 136	Pers	on 1	Person 2	Person 3	Person 4	Person 5				
List 136										
Own employment	1	Incon	ne of the pa	rents		8				
Unemployment benefit I	2	Income of the partner, spouse or other relatives 14								
Unemployment benefit II (Hartz IV), social benefit	3		Maintenance payments or other regular payments							
Public assistance, e.g. basic security in old age and				•	ouseholds					
in cases of reduced earning capacity, assistance	4				:holarship/gr					
for nursing care, continuous subsistence payments	4	Bene	fits for asylu	m seekers		11				
Pension	5			_	care insurand					
Own property, savings, interest, renting, leasing,		(long	-term care a	llowance)		12				
life interest retained for older people, life assurance, specific pensions fund (Versorgungswerk)	6	paym	ents, allowa	nces for fost	early retireme er children, s he Caregiver	ickness				
Parental allowance	7	Leave Act or the Family Caregiver Leave Act								

Leave Act or the

page 42 Microcensus

#### What was your personal net income (total of all 137 income sources) in the month before the reference week?

The personal net income is calculated as gross earnings less taxes and less unemployment insurance as well as to statutory pension insurance.

#### This includes:

- earnings from main and second job(s), extra payments (e.g. Christmas bonus, severance pay, bonus payments)
- pensions
- unemployment benefit I or II (Hartz IV), social benefit
- basic security in old age and in cases of reduced earning capacity, assistance for nursing care, continuous subsistence payments and other public assistance benefits
- heating and housing benefits, housing allowance, children's allowance, long-term care allowance, parental allowance, training assistance (BAföG), and other public payments
- maintenance payments or other regular payments received from other private households
- further income and receipts (e.g. entrepreneurial income, income from renting and leasing, interest, dividends).

See also p. 49: 10 "Net income".

	1	Person 2	Person 3	Person 4	Person 5
ж <sub>1</sub> —	+, 4	_			<u>                                     </u>
	$\sim$				
1	<b>2000</b>	to less than	3 250 euro	)S	13
2	3 250	to less than	3 500 euro	os	14
3 jo	3 500	to less than	4000 euro	os	15
S)	4000	to less than	4500 euro	os	16
5	4500	to less than	5 000 euro	os	17
6	5000	to less than	6 000 euro	os	18
7	6000	to less than	7 000 euro	os	19
8	7000	to less than	8 000 euro	os	20
9	8000	to less than	10 000 euro	os	21
10 1	0000	to less than	15 000 euro	os	22
11 1	15 000	to less than	25 000 euro	os	23
12 2	25 000	euros or ov	er		24
	1 2 5 6 7 8 9 10 1	1 2090 2 3 250 3 500 4 000 5 4 500 6 5 000 7 6 000 8 7 000 9 8 000 10 10 000 11 15 000	1 3250 to less than 3500 to less than 4000 to less than 4000 to less than 5 4500 to less than 6 5000 to less than 7 6000 to less than 8 7000 to less than 9 8000 to less than 10 10000 to less than 11 15000 to less than 11	1 3 250 to less than 3 250 euro 3 250 to less than 3 500 euro 3 500 to less than 4000 euro 4 000 to less than 4500 euro 5 4500 to less than 5000 euro 6 5000 to less than 6000 euro 7 6000 to less than 7000 euro 8 7000 to less than 8000 euro 9 8000 to less than 10000 euro 10 10000 to less than 15000 euro 11 15000 to less than 25000 euro	1 3250 to less than 3250 euros

#### What was the total net income of your household 138 in the month before the reference week?

The net <b>income of the household</b> is the sum of the net incomes of all people in the household.	Monthly amount (full euros)
Net household income	
If you are not able to state an exact amount, please enter the size class of List 137 that corresponds to the amount of your monthly net household income.	
Code from List 127	1 . 1

139	Are you 15 years or older?	Person 1	Person 2	Person 3	Person 4	Person 5
	Yes					
	No	☐ → End	☐ → End	☐ → End	☐ → End	$\longrightarrow$ End

For persons aged under 15 years, the questionnaire ends here!

Educ	cational and vocational attainment						
140	Do you hold a general school certificate?  Yes	1	Person 1	Person 2	Person 3	Person 4	Person 5
	No/No yet	8	→ 144	→ 144	→ 144	→ 144	□ → 144
141	Which is your highest qualification?  Please convert qualifications gained abroad to German equivalents.		Person 1	Person 2	Person 3	Person 4	Person 5
	School certificate obtained after no more than 7 years of school attendance	1		OKO			
	Secondary general school certificate (also former school type starting with grade 1)	2	Sion				
	School of general education in the GDR	(	8				
	school certificate obtained after grade 8 or 9	Ş					
	school certificate obtained after grade 10	4					
	Intermediate school certificate, intermediate school-leaving certificate or equivalent	5					
	Entrance qualification for universities of applied sciences	6					
	Higher education entrance qualification (general or subject-restricted)	7					
	Certificate of special school	8					
142	Did you obtain your general school certificate in Germany or abroad?		Person 1	Person 2	Person 3	Person 4	Person 5
	Germany	1	□ → 144			□ → 144	□ → 144
	Abroad	2					
143	How long did you attend school?						
	Please round to the nearest year.		Person 1	Person 2	Person 3	Person 4	Person 5
	Number of years in school						

page 44 Microcensus

144	Do you have a vocational training qualification or a higher education degree?						
	Vocational training also includes a pre-vocational training year, on-the-job training or an internship of at least 12 months.  A higher education degree also includes a degree		1	ı	1		1
	from a university of applied sciences.		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1	→ 146	→ 146	→ 146	→ 146	→ 146
	No/Not yet	8					
145	In what year did you obtain your highest		la .	la -		la .	l
	qualification from a school of general education?		Person 1	Person 2	Person 3	Person 4	Person 5
	Year		L 152	L 152	<b>→</b> 152	→ 152	→ 152
	Not applicable as I have no general school certificate (yet).		→ 152  → 152	→ 152  → 152	→ 152  → 152	→ 152  → 152	→ 152  → 152
146	In what year did you obtain your highest vocational qualification or your higher education degree?		Person 1	Person 2	Person 3	Person 4	Person 5
	Year						
147	Did you obtain your highest vocational qualification or higher education degree in Germany or abroad?		Person	Person 2	Person 3	Person 4	Person 5
	Germany	1					
	Abroad	G					
		3					
	Germany or abroad?  Germany  Abroad						
	and the second s						

# 148 Which is your highest qualification?

Please convert qualifications gained abroad to German equivalents.

Vocational qualification attained		Person 1	Person 2	Person 3	Person 4	Person 5
On-the-job training	1	$\Box$ 1	$\Box_1$	$\Box_1$	$\Box_1$	$\Box_1$
Internship	2	152	152	152	152	152
Pre-vocational training year	3					
Apprenticeship, vocational training in the dual system	4			$\square_1$		
Certificate qualifying for an occupation obtained from a full-time vocational school or from a secondary school offering general as well as vocational education to pupils aged 16 to 19	5					□ -
Preparatory training for the intermediate service in public administration	6	-			-	
Training centre/school for health-care service occupations and social occupations						
one year (e.g. geriatric care assistant)	7	<b> </b>		-		
two years (e.g. masseur/masseuse, pharmaceutical laboratory assistant)	8	→ 151	151	→ 151 -	→ 151	→ 151
three years (e.g. physiotherapy, medical laboratory assistant, geriatric care)	9				-	-
Nursery teacher/educator	10			-		
Master craftsman/craftswoman	11	<b>7</b>				
Technician's qualification or equivalent trade and technical school certificate	12	-				
Specialised and engineering schools of the SPR	13					
Specialised academy (in Bayern only)	14					
Higher education institutions						
Diplom degree, Bachelor's, Master's, state examination e.g. for the teaching profession:						
Vocational academy	15					
College of public administration	16					
University of applied sciences (also college of engineering), cooperative state university (in Baden-Württemberg and Thüringen)	17					
University (also college of art and music, college of education, college of theology)	18					
Doctor's degree	19	→ 150		→ 150		→ 150

page 46 Microcensus

149	what is the title of the highest degree you obtained from a higher education institution?		Person 1	Person 2	Person 3	Person 4	Person 5
	Bachelor's	1					
	Master's	2					
	Diplom degree, state examination e.g. for the teaching profession, artistic and comparable degrees	3					
150	Did you work on your doctorate in the reference week or the preceding 12 months?						
	This refers only to doctorates that are supported by a doctoral supervisor.		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1					
	No	8					
151	In what (main) field did you obtain your highest vocational qualification or higher education degree?  Fields of vocational training are e.g. care for the elderly, floristry, bricklayer, mechatronics technician, care assistant, industrial clerk. Fields of study are e.g. mechanical engineering, production engineering, agricultural science, teacher training course (grammar school).  Main field: Person 1  Person 2  Person 4  Person 5	2	ionna	Me Me			
	inuing education and training						
152	In the 4 weeks before the reference week, did you participate in continuing vocational training courses/seminars or in leisure, sports or hobby-related courses?						
	Forms of continuing training are e.g. courses, seminars, conferences, private tuition, study circles, e-learning activities.						
	Continuing vocational training includes retraining, career advancement courses, courses preparing for new tasks in the job, advanced training (e.g. computers, management, rhetoric).		Person 1	Person 2	Person 3	Person 4	Person 5
	Yes	1					
	No	8					

# Pension insurance

153	Do you receive an old-age pension from statutory pension insurance?  Yes	Person 1  1  → 155	Person 2	Person 3	Person 4	Person 5
154	Were you insured under the statutory pension insurance scheme in the reference week?  See also p. 50:  "Statutory pension insurance".  Yes, compulsorily insured  Yes, voluntarily insured	2	Person 2	Person 3	Person 4	Person 5
Inter	net access and internet use					
155	Did you use the internet in the last 3 months before the reference week?  You may have used the internet at any location (at home, at work or other places) via any internet-enabled device (e.g. desktop PC, laptop, tablet, smartphone, game console, e-book reader).  Yes  No	Person 1	Person 2	Person 3	Person 4	Person 5

page 48 Microcensus

### **Explanatory notes on the questionnaire**

#### 11 Today's territory

"Today's territory" refers to the national borders of the Federal Republic of Germany as of 3 October 1990.

#### Citizenship

Please also mark "By birth" if the person concerned acquired German citizenship by birth but later was temporarily deprived of it.

People who came to Germany as ethnic German repatriates between 1993 and 2000 received an official certificate of naturalisation (not a certificate in accordance with Section 7 of the Nationality Act). In this case, please mark "As a naturalised (ethnic) German repatriate".

For people who have been granted German citizenship on the grounds of their eligibility for naturalisation, please mark "As a naturalised (ethnic) German repatriate".

For people with a certificate in accordance with Section 7 of the Nationality Act, please mark "As a non-naturalised (ethnic) German repatriate".

#### 3 Partial retirement

The Act on Facilitating a Smooth Transition to Retirement provides the framework conditions for partial retirement agreements between employers and employees. The employment agency promotes part-time work arrangements for employees who reduce their working hours to half of the regular working time when they are 55 years old or older.

### Caregiver Leave Act/Family Caregiver Leave Act

Employees have the right to be temporarily released from work to look after close relatives at home. They may choose between two different release options: Under the Caregiver Leave Act employees may be released from work on a full-time or partitime basis for a maximum of six months to look after a close relative in need of care.

There has been a legal entitlement to family care fiver leave since 2015. This means that employees may require their weekly working time if they look after a close relating in need of care at home

#### **5** Categorisation of job

If you are self-employed and only employ unpaid family workers (no wage or salary), please mark the category "self-employed without employees". Those who work freelance or on a contract basis are considered as self-employed, including people who provide tuition, give private lessons or babysit. If you work without pay in a business owned by a family member or relative, you are an unpaid family worker. If you receive pay for your work, you are either a wage earner or salary earner.

Public officials include officials employed by the Protestant Church and the Roman Catholic Church. "Insurance officers" and "bank officers" should classify themselves as salary earners.

The category of wage earners comprises skilled workers as well as semi-skilled and unskilled workers.

If you are an intern, a (paid) trainee or a volunteer in the Federal Volunteer Service in your additional job, please indicate "salary earner".

#### 6 Marginal employment

In the case of marginal employment, that is, a 450-euros job (also referred to as mini-job; with a pay of up to 450 euros per month on a yearly average basis), the employer pays flat-rate contributions to pension and health insurance and a lump-sum tax rate.

A job is also considered to be marginal employment if it is limited to a maximum of three months or 70 days worked per year.

People in a one-euro job continue to receive unemployment benefit II plus an additional expenses allowance of usually 1 to 2 euros per hour worked.

#### Establishment (location)

An establishment is the location where you work (e.g. a shop, freelancer's office, agricultural holding, location of an enterprise, body governed by public law, etc.).

A location (e.g. a specific establishment of an enterprise) may comprise several separate work places (such as a production site, a warehouse and an administrative building all on the business premises). The people working at those work places belong to one and the same establishment.

The people working in an establishment include part-time workers, apprentices, working proprietors and unpaid family workers.

# 8 Stand by duty

The whole period of stand-by duty is to be included in the veekly working hours. Stand-by duty means that an employee has to be on stand-by at a place specified by the employer to perform work if necessary.

This is to be distinguished from on-call duty. On-call duty means that the employee is free to decide where to stay. The employee is required to start work within reasonable time if the need arises. In this case, only the actual hours worked and the travelling time count as working time.

#### Main sources of livelihood

If you are in employment, this does not have to be your main source of livelihood (e.g. the living expenses of apprentices are often paid by their parents). If you pay your living expenses mainly from what you earn in marginal employment, please enter employment. Pensioners who are still in employment may live mainly on what they earn or on their pension, depending on the amount of benefits they receive.

Regular payments of life assurance companies (including benefits paid by pension funds of specific liberal professions such as doctors or pharmacists) are regarded as maintenance payments from own property.

#### 10 Net income

Please also include:

- benefits paid to encourage capital formation,
- advances,
- rent for company-owned housing,
- interest received, dividends, other property income,
- income in kind (e.g. foodstuffs, free coal for miners).

Long-term care benefits in kind (provided by care homes and home care services) are not to be included here.

### Still: explanatory notes on the questionnaire

#### 11 Statutory pension insurance

You have statutory pension insurance if you are insured with the German Federal Pension Insurance (Deutsche Rentenversicherung Bund, formerly BfA, LVA) and the German Pension Insurance Miners, Railway and Maritime (Knappschaft-Bahn-See). This includes the statutory pension insurance of a foreign country (e.g. people who live in Germany but are employed subject to social insurance contributions in a neighbouring country).

You also have statutory pension insurance if you

- pay contributions to the agricultural pension fund,
- work in a Federal Volunteer Service,
- do a year of voluntary work in the social, cultural or ecological sector
- do voluntary military service, or
- do reserve duty training as a soldier.

Statutory pension insurance is compulsory mainly for wage earners, salary earners and certain self-employed persons (e.g. home workers with no more than two assistants from outside their family). Public officials and comparable salary earners (employees of health insurance institutions with public official status), self-employed persons (with few exceptions) and unpaid family workers without a working contract are exempted from compulsory pension insurance.

inger paid for unemployed point benefit II (Hartz IV). They are point does not refer to company old-age pension schemes, public officials' pension scheme, occupational pension schemes and private old-age pension schemes (e.g. state-sponsored private pension plan according to "Riester", life assurance and the like).

page 50 Microcensus

#### Purpose, type and scope of the survey

The microcensus collects statistical data on the population and the labour market as well as on income, living conditions and housing circumstances of households on a representative basis. The data are collected based on different survey components. The survey units are persons, households and dwellings.

The purpose of the microcensus is to provide statistical data, with a detailed subject-related breakdown, on the population structure, the economic and social situation of the population, of families and households, on the labour market, the occupational structure and education of the labour force, and on the housing circumstances. It also serves to meet European obligations. Every year, up to one percent of the population may be surveyed. In every sampling district, the survey is conducted not more than four times within five consecutive calendar years.

#### Legal basis, obligation to provide information

The legal basis is provided by the Microcensus Act (MZG) in conjunction with the Federal Statistics Act (BStatG).

Data are collected in accordance with Section 6 (1) nos. 1 to 4, no. 5 letters a and b, nos. 6 to 10 of the Microcensus Act.

The obligation to provide information is laid down in Section 13 of the Microcensus Act in conjunction with Section 15 of the Federal Statistics Act.

In accordance with those provisions, all adults and all minors living in households of their own are obliged to provide information, and in each case also on minor household members.

Any household member who is obliged to provide information is also obliged to provide information for adult household members who cannot do so themselves. If there is no other household member who is obliged to provide information and if a custodian has been appointed for the person not able to provide the information himself/herself, the custodian is obliged to provide the information to the extent that the custodian's duties include such provision of information. If a person not able to provide the information himself/herself nominates a trusted person to provide the required information on his/her healf, the adult household members or the custodian will no longer be obliged to provide the relevant information.

Unless there are indications to the contrary, it is presumed, in accordance with Section 13 (8) of the Microcensus Act, that all people in the household who are obliged to provide information are also authorised to do so on behalf of the other people living in the household. This applies accordingly to confirmation of the data collected in the tree ious year. The legal presumption of authorisation can be objected to at any time.

The obligation to provide information on the auxiliary variable "first name and surname of the main tenant/owner-occupier" applies to the main tenant/owner-occupier or, alternatively, to the persons mentioned above.

If respondents provide no information or provide information which is incomplete, incorrect or late, they can be encouraged to provide the information through imposition of a coercive penalty in accordance with the Administrative Enforcement Acts of the Länder.

Pursuant to Section 23 of the Federal Statistics Act, a regulatory offence is committed by anyone who

 contrary to Section 15 (1), second sentence, (2) and (5), first sentence, of the Federal Statistics Act, wilfully or negligently provides no information, or provides information which is late, incomplete or untrue,

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contrary to Section 15 (3) of the Federal Statistics Act does not give a reply in the prescribed

The regulatory offence is punishable by a fine not exceeding five thousand euros.

Pursuant to Section 15 (7) of the Federal Statistics Act, objections and rescissory actions against the summons to provide information will have no suspensive effect.

<sup>1</sup> The up-to-date wording of the relevant national legal provisions can be found at https://www.gesetze-im-internet.de/ (search terms "Bundesstatistikgesetz" (BStatG) or "Mikrozensusgesetz" (MZG)).

<sup>2</sup> The EU legal acts in their up-to-date versions and in the German language are available on the website of the Publications Office of the European Union at http://eur-lex.europa.eu/.

Questions where the provision of information is voluntary are specially marked in the questionnaire.

Where the provision of information is voluntary, consent to the processing of such voluntary data can be revoked at any time. The revocation will only apply in the future. Any processing of information prior to the revocation will not be affected by it.

#### Confidentiality

The individual data collected are always kept confidential in accordance with Section 16 of the Federal Statistics Act. Individual data may be passed on only in exceptional cases explicitly regulated by law.

Individual data may always be transmitted to:

- public agencies and institutions within the official statistics network which are entrusted with the production of federal or European statistics (e. g. the statistical offices of the Länder, the Deutsche Bundesbank, the Statistical Office of the European Union [Eurostat]),
- service providers with whom a contractual relationship exists (e.g. Federal Information Technology Centre (ITZBund), computer centres of the Länder).

Pursuant to Section 16 (6) of the Federal Statistics Act, institutions of higher education or other institutions tasked with independent scientific research may, for the purpose of carrying out scientific projects, be provided

- 1. with individual data if attributing the anonymised individual data to the relevant respondents or persons concerned requires unreasonable effort in terms of time, cost and manpower (de facto anonymised individual data),
- with access to individual data not including name and address (formally anonymised individual data) within specially protected areas of the Federal Statistical Office and the statistical offices of the Länder, if effective measures are in place to safeguard confidentiality.

Article 11 of Regulation (EC) No 2019/1700 provides for transmission of collected individual data to the Commission (Eurostat). Pursuant to Article 15 of the Regulation as regards access to confidential data for scientific purposes, Eurostat may - within its own access facilities or within other access facilities accredited by Eurostat and in accordance with the conditions stipulated in Article 7 of Regulation (EU) No 557/2013 - provide access to individual data not including name and address for scientific purposes and pass on sets of individual data from the out sets regarding the domains specified in Article 3 of Regulation (EU) No 2019/1700 provided that those sets of individual data have been modified so as to reduce the risk of identifying the statistical unit to an appropriate level.

Persons receiving individual data are also obliged to maintain confide tiality.

## Auxiliary variables, reference numbers, separation and deletion

The first names and surnames of the household members, the contact details of the household members, residential address, location of the dwelling in the building, first name and surname of the main tenant/owner-occupier of the dwelling in the and address of the household members' places of work, and the building age group are auxiliary variables which will only be used for the technical conduct of the survey. As soon as the survey and auxiliary variables have been checked for conclusiveness and completeness, the auxiliary variables will be separated from the information on the survey variables and will be kept separately or stored separately.

- Pursuant to Section 14 (5), first sentence, of the Microcensus Act, the first names and surnames and the municipality, street, house number and contact details of the persons surveyed may also be used with regard to household relationships to conduct follow-up surveys in accordance with Section 5 (1) of the Microcensus Act.
- Pursuant to Section 14 (5), second sentence, of the Microcensus Act, the information on the variables pursuant to Section 14 (5), first sentence, of the Microcensus Act may also be used as a basis for recruiting suitable persons and households to conduct household budget surveys and other voluntary surveys.

Information on the survey variables is processed and stored for as long as necessary to comply with the legal obligations.

page 52 Microcensus

All survey documents as well as the auxiliary variables and the reference numbers originally allocated will be destroyed or deleted after the processing of the last follow-up survey has been finished.

The sampling district number, the building number, the dwelling number, the household number and the person number are used as reference numbers. They are used to establish the household, dwelling and building relationships; they do not comprise any data which extend beyond the survey and auxiliary variables. These numbers will be replaced by new reference numbers which do not comprise any data on personal or material circumstances extending beyond these statistical relationships.

#### Rights and duties of the interviewers, ways of providing information

Volunteer interviewers are employed to reduce the burden for the respondents, but the survey may also be conducted in writing. The interviewers have to provide proof of their authorisation. Their reliability and discretion must be ensured and they have specially been obligated to maintain confidentiality. They must not use information gained in the course of their activity in other processes or for other purposes. This obligation continues to apply after their activity has ended.

The interviewers should help the respondents to answer the questions.

The answers to the questions in the questionnaire may be provided orally to the interviewers or by electronic means or in writing.

For the written survey, the respondents receive the questionnaires, including information on how to complete them, direct from the interviewer or from the relevant survey office. If the information is provided in writing, the completed questionnaires may be given to the interviewer or may, in due time, be handed in or sent to the survey office. Please do not send the written questionnaires by electronic means as this is not a secure transmission channel.

# Rights of the respondents, contact details of the data protection officers, right to lodge a complaint

Respondents whose personal data are processed have the right to request

- access and information as per Article 15 of the General Data Protection Regulation
- rectification as per Article 16 of the General Data Protection Regulation,
- erasure as per Article 17 of the General Data Protection Regulation, and
- restriction of processing as per Article 18 of the General Data Protection Regulation

with regard to their respective personal data, or they may object to the processing of their personal data as per Article 21 of the General Data Protection Regulation. If the above rights are exercised, the competent public agency will check whether the relevant legal requirements are met. The person making the request may be asked to prove this or her identity before further measures are taken.

Questions and complaints concerning compliance with legal data protection rules may be addressed at any time to the official data protection commissioners of the statistical offices of the Federation and the Länder or to the competent data protection supervisory authorities. Their contact details are available at: https://www.statistikportal.de/de/datenschutz.

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