

Head Office of National Statistics and Census
Census Program
Census '90

Enumerator's Manual

**Long form
M-02**

[Pages 1 - 15 were not translated into English.]

[p. 16]

Specific Instructions for filling out the questionnaire

Section I -- Identification of Dwelling

Points 1 through 8

[The instructions refer to a graphic of section I, points 1-8 on the census form with blanks for the federal entity, municipality or parish, locality, etc]

Copy the information from the "Enumerator's list of Dwellings" into each questionnaire before each interview.

Point 9

[The instructions refer to a graphic of section I, point 9 on the census form, "Sequence number of the dwelling".]

Write down the number that corresponds to the order in which the visits to each household were made:

-- For the first dwelling visited, write 1, for the second dwelling visited, write 2, etc.

Remember that this number corresponds to the order of visits, not to the individual house number

[p. 17]

Section II -- Data on Dwellings

Question No.1

[Access to Dwelling]

[The instructions refer to a graphic of section II, question 1 on the census form.]

Observe the type of access or the main way of getting to the dwelling and fill in the corresponding cell.

--In the case of an apartment in a building or an apartment within a house, fill in the cell that corresponds to the type of access to the building or principal dwelling.

Paved Street/Road:

Way paved with asphalt, cement, or other pavement (street, avenue, etc...).

Graded Dirt or Gravel Street/Road:

Way laid-out with little or no maintenance or development.

Path or Lane (*Pica*):

Dirt walkway made by the residents of the area.

Public Communal Stairway or Alleyway (*Vereda*):

This refers to the stairs commonly found on hills and pedestrian alleyways or paths.

Other:

Any route that provides access to the dwelling other than those previously defined. (e.g. river, lake, beach, etc...)

Question No.2

[Type of Dwelling]

[The instructions refer to a graphic of section II, question 2 on the census form.]

Observe the type of dwelling and fill in the corresponding cell.

Dwelling:

Building constructed in order to provide temporary or permanent lodging for people. Also considered as dwellings: any building **not** built specifically for human habitation but is used for that purpose on the Census day.

Types of Dwellings:

House or House with Garden (*Quinta*):

- Walls: Finished cinderblock or brick, concrete, sawn wood
 - Roof: roof slab, tile, asbestos
 - Floor: mosaic, granite and similar
- Usually has a garden in front of the house

House:

- Walls: Finished or unfinished cinderblock or brick; concrete; sawn wood; finished adobe, mud, stick-and-mud
- Roof: roof slab, tile, asbestos, or metal sheet [usually made of corrugated aluminum/tin]
- Floor: mosaic, granite and similar; or cement

[p. 18]

Apartment building:

A dwelling that forms part of the structure of a building, with access from a common area of circulation.

Apartment with yard (*apartamento-quinta*) or house with garden (*casa-quinta*):

A dwelling that forms part of another dwelling and that has its own toilet facilities and kitchen.

Tenement:

A dwelling with various rooms, each used as a familial dwelling (by different households). Toilet facilities and water supply outside of the room. Internal areas [e.g., patios] are for common use.

Shack/hut (*Rancho*):

A dwelling made of waste materials (boards, cardboard, *caña* - cane and similar).

Rural shack (*Rancho Campesino*):

- Walls: Unfinished adobe, mud, stick-and-mud
- Roof: corrugated metal sheets, straw, palm fronds, and similar
- Floor: cement or dirt
- Location: rural areas and small towns

Other type:

Any other type of shelter (*albergue*) either permanent or mobile, not constructed for human habitation: office space, sleeping sheds (*barracas*), trailers, boats, caves, tents and others.

Question No.3

[Occupancy]

[The instructions refer to a graphic of section II, question 3 on the census form.]

-- If the occupants are present ask them if the dwelling is for permanent use or for occasional use:

If it is for permanent use fill in the appropriate cell and go to the next question.

-- If it is for occasional use, fill in the appropriate cell

Inform them that they will be enumerated later at their normal place of residence.

End the interview.

-- If there are no occupants, ask the neighbors about the occupancy of the dwelling

-- Fill in the appropriate cell.

If you are told that the dwelling is for **permanent use**, note this in the space for observations in the questionnaire "permanent use without occupants" and do not attach the sticker.

-- If the dwelling is under construction, fill in the appropriate cell and end the interview.

[p. 19]

Permanent Use:

A dwelling where people usually live.

Occupants may or may not be present on the Census day.

Occasional Use:

A dwelling that is used temporarily: for vacations, weekends, seasonal employment, etc...

The dwelling may or may not be occupied on the Census day. In the case that any person usually lives there, however, it should be considered as permanent use.

Unoccupied:

No person lives in the dwelling at the time of the Census.

It may be for rent or for sale, or the dwelling's situation may be unknown.

Under Construction:

A dwelling under construction is one that is in the process of being built. It is almost completed at the time of the Census, it has doors and windows. No people live there. In the case that anybody usually lives there, however, it should be considered permanent use.

Question No.4

[Outer Walls]

[The instructions refer to a graphic of section II, question 4 on the census form.]

-- Observe the material used most in the construction of the outer walls and fill in the corresponding cell.

Question No.5

[Roof]

[The instructions refer to a graphic of section II, question 5 on the census form.]

-- Observe the material used most in the construction of the roof and fill in the corresponding cell.

Question No.6

[Floor]

[The instructions refer to a graphic of section II, question 6 on the census form.]

-- Observe the material used most in the construction of the floor and fill in the corresponding cell.

If the materials used for the exterior walls, roof, and floor are difficult to identify, ask the informant.

[p. 20]

Question No. 7

[Rooms]

[The instructions refer to a graphic of section II, question 7 on the census form.]

-- Fill in the corresponding cell according to the answer given.

Room:

Each bedroom or room in the dwelling that is separated by complete walls, with enough space to put a bed.

Does not include:

- Halls, kitchen, wash room, balcony, bathroom.
- Rooms divided by folding screens (*biombos*), partitions (*tabique*), paneling or curtains.

Question No.8

[Kitchen]

[The instructions refer to a graphic of section II, question 8 on the census form.]

- Read the question and the possible answers and fill in the corresponding cell.

Separate Room:

The place in which cooking is performed is separated from the rooms or spaces in the dwelling by complete walls.

It can be inside or outside of the dwelling.

It can also function as a place to eat.

In Other Site:

The place in which cooking is performed is not separated completely from other rooms or spaces in the dwelling by walls.

Question No.9

[Cooking fuel]

[The instructions refer to a graphic of section II, question 9 on the census form.]

- Read the question and possible answers and fill in the cell that corresponds to the fuel most used for cooking.

Question No.10

[Water]

[The instructions refer to a graphic of section II, question 10 on the census form.]

- Read the question and possible answers and fill in the cell that corresponds to the way in which water is normally supplied to the occupants of the dwelling.

Aqueduct:

Water arrives at the dwelling directly from plumbing connected directly to the public water system.

Public Fountain:

Water is obtained at a public fountain or cistern that is connected to the public water system.

Truck:

The water supply is provided via a tanker truck.

Other:

The water supply is provided through a means different than mentioned above: wells, *aljibes* (cistern tank for storing rain-water), ponds (*jagueyes, jagüeyes*), rivers, streams, etc...

[p. 21]

Question No.11

[Toilet facilities]

[The instructions refer to a graphic of section II, question 11 on the census form.]

-- Read the question and possible answers and fill in the corresponding cell:

-- If the answer is toilet to sewer or toilet to septic tank ask how many and fill in the corresponding cell.

Question No.12

[Bathrooms with shower]

[The instructions refer to a graphic of section II, question 12 on the census form.]

-- Fill in the cell that corresponds to the answer given.

Question No.13

[Public services]

[The instructions refer to a graphic of section II, question 13 on the census form.]

-- Read the question and fill in the cell yes or no for each one of these services.

Garbage Removal:

Public service of garbage collection. This refers not only to the collection directly from the dwelling but also to the collection from a designated area near the dwelling.

Street Sweeping:

Public service of cleaning the streets where the dwelling is located.

Public Electricity:

The dwelling receives electricity service from the public electrical system. This does not include private power plants/generators.

[p. 22]

Section III - Number of Households

One Household or various Households can live in a dwelling.

Household:

A Household is made up by one person or a group of people (with or without family relationships) that share the same dwelling and the same services and maintain a common food budget.

A Household can occupy part or all of a dwelling.

Types of households:

One-Person Household:

Formed by one person that lives alone or as a tenant.

Multi-Person Household:

Formed by two or more people.

Question No.1

[The instructions refer to a graphic of section III, question 1 on the census form.]

-- Read the question and the possible answers and fill in the corresponding cells:

-- If the answer is only one person or one family, it is considered as only one Household. Go to the next Section.

-- If the answer is two or more families or a group of people, go to the next question to find out if it qualifies as one Household or as more than one Household.

Question No.2

[The instructions refer to a graphic of section III, question 2 on the census form.]

-- Fill in the cell that corresponds to the answer given:

-- If the answer is **yes** go to the next question to find out how many Households are in the dwelling.

-- If the answer is **no**, there is only one household in the dwelling. Go to the next Section.

Separate Budget:

The families or groups of people who live in the same dwelling are considered to have separate budgets when these families or groups buy and prepare their food separately.

[p. 23]

Question No.3

[The instructions refer to a graphic of section III, question 3 on the census form.]

-- Write down the number of households that live in the dwelling.

-- Fill out a questionnaire for each household.

-- Each person, family or group of people that maintains a separate food budget constitutes a Household and a separate questionnaire will be filled out for each one.

How does one fill out the questionnaires when there is more than one Household?

[step 1]

Household # 1:

Continue the interview with the same questionnaire in Section IV - "Composition of the Household" - until you enumerate all of the people in that Household.

[step 2]

Household #2:

Use another questionnaire

[step 3]

Copy Section 1 -- Identification of Dwelling (points 1-9) -- from the previous household's questionnaire. (Remember that these households live in the same dwelling)

[step 4]

Leave Blank:

(Remember that these households live in the same dwelling)

-- Section II -- Data on Dwellings

-- Section III -- Number of Households

[step 5]

Start the interview at Section IV -- Composition of the Household

Repeat these steps for the rest of the households that were identified in the dwelling.

If the dwelling is a boarding house (*pensión*), student residence, lodging or inn (*hospedaje*) or a tenement, fill out as many questionnaires as there are Households (one-person or multi-person) in the dwelling.

[p. 24]

Section IV -- Composition of the Household

Household Number ____

[The instructions refer to a graphic found in section IV under the title *Hogar Censal No* on the census form.]

-- Fill in the cell that corresponds to the Household number that is being enumerated:

-- If there is only one Household in the dwelling, mark the cell next to 1

-- If there is more than one Household in the dwelling, make the cell next to 1 for the first household, 2 for the second Household and so on.

Question No.1

[The instructions refer to a graphic of section IV, question 1 on the census form.]

In order to determine if a person is a Usual Resident of the Household, the following Rules of Residence should be considered:

Usual Residents of the Household are:

-- Those people that normally live in the Household and are present at the time of the Census.

-- Those people who normally live in the Household but at the time of the Census are absent. They may be temporarily in or out of the country but will eventually return to the Household.

For example: for work, vacation, sickness, medical surgery or other reasons.

-- Those people who do not have a normal set place of residence in another location and are present at the time of the Census.

The Head of Household and the spouse or partner are always considered usual residents even if they mostly live at their place of work.

[p. 25]

Other Cases of Usual Residence

Person

1. A person who mostly lives in an institution such as: military bases, asylums, convents, prisons, and hospitals.

2. A student in Venezuela who does not live with parents because of studies.

3. A person who lives mostly at a place of work and spends weekends at home but is not the head of household or spouse or partner.

4. A Venezuelan residing abroad permanently.

5. A foreigner passing through the country for vacation, business or other reasons with less than four (4) months in the country.

6. A foreigner living in the country permanently.

7. A recently arrived foreigner in the process of establishing residence.

8. A person who lives in more than one dwelling and splits time between the two.

9. A person detained [in a jail] for a minor infraction.

10. A person found in a vacation home.

11. A member of the Armed Forces based in a

Enumerate in

The institution where they normally live.

The institute or dwelling where they normally live because of studies.

The dwelling in which they normally live while working.

Do not enumerate.

Do not enumerate.

The dwelling where they normally live.

The dwelling where found at the time of the Census.

The dwelling where they live most of the time.

The dwelling where they normally live.

The dwelling where they normally live.

The dwelling where they

military installation, but lives outside of it and only sleeps there when on duty.	normally live.
12. Merchant Mariner who normally lives in the Household but at the time of the Census is out to sea.	The dwelling where they normally live.
13. Fisherman who normally lives on a boat/ship.	The boat/ship where they normally live.
14. Military, Naval, Diplomatic personnel	The dwelling where they normally live.

[p. 26]

- Include people who have passed away after 12 midnight, October 20.
- Do not include people born after 12 midnight, October 20.

Box where Usual Residents of the Household are listed

[The instructions refer to a graphic of section IV, *Recuadro para listar las personas que son Residentes Habituales del Hogar* on the census form.]

- Ask for and write down the Last Name and First Name of each person, starting with the Head of Household and then continuing with the rest of the people according to the following order:

- Head of Household
- Spouse or partner
- Single children without children (from oldest to youngest)
- Single, divorced, separated or widowed children with children -- and continuing with each child
- etc...

- In this space [the graphic described above] list every person who is a member of the Household in this manner:

Ask for and write down the Last Name and First Name of each person, starting with the Head of Household and then continuing with the rest of the people according as indicated in the graphic.

- As you list the people

Number them in the column labeled person number (*persona No*).

Write down the relationship each person has with the Head of Household in the corresponding column.

Fill in the cell according to the sex of the person in the corresponding column.

[p. 27]

-- When there are more than 10 people, use another questionnaire and continue the list.

Each Household needs to have a Head of Household listed

Head of Household:

A member of the Household, man or woman, who the other members of the household consider the head. This may be for reasons of dependence, relationship, age, authority, or respect. If no member of the Household is considered the head then choose the oldest.

Relationships with the head of household:

- Head of Household
- Spouse or partner
- Child or step-child
- Grandchild
- Son-in-law
- Daughter-in-law
- Father
- Mother
- Father/Mother in-law
- Sibling
- Brother/Sister in-law
- Nephew/Niece
- Other relative (uncle, grandfather, cousin, etc...)
- No relation (friend)
- "S.D." (Domestic Service and their family)

Question No.2

[The instructions refer to a graphic of section IV, question 2 on the census form.]

-- Fill in the cell according to the answer given:

-- If the person is not a usual resident, erase their name from the list, leaving the line blank, and correct the numbering and total number of residents on the list.]

Question No.3

[The instructions refer to a graphic of section IV, question 3 on the census form.]

--Fill in the cell that corresponds to the answer given:

-- If the person is a usual resident, write down their information on the list and correct the total number of residents.

After verifying that every usual resident of the Household has been listed, count the total number of each sex and write down the result in the space marked "total".

[Page 28 was not translated into English]

[p. 29]

Section V -- Data on the Household

Question No.1

[Dwelling ownership]

[The instructions refer to a graphic of section V, question 1 on the census form.]

-- Read the question and the possible answers and fill in the corresponding cell:

-- If the answer is Owned -- partially paid or Rented ask what the monthly payment is and write down the amount in *Bolivares* [Venezuelan currency] in the appropriate space.

Owned:

The dwelling is property of the Head of Household or other member of the Household. It can be totally paid-for or partially paid-for at the time of the Census.

Rented:

The Households that live in the dwelling pay a monthly rent in order to live in all or part of the dwelling.

Other form:

The Households that live in the dwelling do not pay rent. This can be because the dwelling is provided as part of a salary or as a gift from a relative or friend. It can also be any other form of possession that is not through ownership or rent.

Question No.2

[Bedrooms]

[The instructions refer to a graphic of section V, question 2 on the census form.]

-- Fill in the cell that corresponds to the answer given.

Bedroom:

Any room or space in the dwelling that is used for sleeping by members of the household.

Question No.3

[Appliances]

[The instructions refer to a graphic of section V, question 3 on the census form.]

-- Read the question and fill in the cell YES or NO for each of the appliances.

-- Do not count unserviceable appliances but do count those that are under repair.

[p. 30]

Question No.4

[Cars]

[The instructions refer to a graphic of section V, question 4 on the census form.]

-- Fill in the cell that corresponds to the answer given:

-- If the answer is YES, ask how many and fill in the corresponding cell.

Car for Family Use:

A vehicle that is used by the members of the Household for their transportation. This does not include: Cars for Official use, taxis (*carros libres*), collective taxi (*carros por puesto*), or company issued cars.

Question No.5

[Motorcycle/scooter]

[The instructions refer to a graphic of section V, question 5 on the census form.]

-- Fill in the cell that corresponds to the answer given:

-- If the answer is **yes**, ask how many and fill in the corresponding cell.

Observations

-- Write down any observation that you think necessary to record in this space.

Section VI -- Individual Characteristics

Section VI should be filled out for each member of the Household, following the same order in which they were listed in Section IV -- Composition of the Household.

The following information should be copied from Section IV -- Composition of the Household:

Person # _____ -- write the person's number assigned in Section IV.

Of _____ -- write the total number of people listed in Section IV.

Name _____ -- write the last name and first name of the person.

[p. 31]

Questions 1-10 -- are for all persons

Every person in the Household should be asked these questions.

-- In the case of people who are absent or of small children, ask the Head of Household or the person who can give the most reliable information.

Question No.1

[Relationship to Head]

[The instructions refer to a graphic of section VI, question 1 on the census form.]

-- Fill in the cell that corresponds to the relationship the person has with the Head of Household, according to what you wrote down in Section IV -- Composition of the Household.

Question No.2

[Sex]

[The instructions refer to a graphic of section VI, question 2 on the census form.]

-- Fill in the cell that corresponds to the sex of the person, according to what you marked in Section IV -- Composition of the Household.

Question No.3

[Date of birth]

[The instructions refer to a graphic of section VI, question 3 on the census form.]

-- Write down the day, month and year of birth and the age completed by the person.

-- In the case of children under 1 year, write down the number of months completed in the space for less than one year (months).

-- If the complete date or age is not known, write down whatever may be known.

[p. 32]

Question No.4

[Marital status]

[The instructions refer to a graphic of section VI, question 4 on the census form.]

-- Read the question and the possible answers and fill in the corresponding cell.

Question No.5

[Place of birth]

[The instructions refer to a graphic of section VI, question 5 on the census form.]

-- Read the question and the possible answers and fill in the cell corresponding to the answer:

-- If the answer is this same state, go to Question No.8.

-- If the answer is another state

Ask which state and write down the answer in the space provided.

Go to Question No.8.

-- If the answer is another country

Ask which country and write down the answer in the space provided.

Go to the next question.

Questions 6 and 7

-- These questions are only for those who answered "another country" in Question No.5.

Question No.6

[Citizenship]

[The instructions refer to a graphic of section VI, question 6 on the census form.]

-- Read the question and the possible answers and fill in the corresponding cell.

Question No.7

[Time in country]

[The instructions refer to a graphic of section VI, question 7 on the census form.]

-- Read the question and the possible answers and fill in the corresponding cell.

Question No.8

[Time in city]

[The instructions refer to a graphic of section VI, question 8 on the census form.]

-- Fill in the cell that corresponds to the answer given:

-- If the answer is always lived in this city or town, go to Question No.10.

[p. 33]

Question No.9

[Last city lived in]

[The instructions refer to a graphic of section VI, question 9 on the census form.]

-- Read the question and the possible answers and fill in the corresponding cell.

-- If the answer is another state, ask which one and write down the answer in the space provided.

Question No.10

[Disabilities]

[The instructions refer to a graphic of section VI, question 10 on the census form.]

-- Read the question and the possible answers and fill in the corresponding cell.

Total blindness:

The person cannot see anything at all.

Total deafness:

The person cannot hear anything at all.

Mute:

The person does not speak.

Mental retardation:

The person has learning or behavioral difficulties when compared to people of the same age.

Loss or disablement of upper extremities

Paralysis, amputation or limited movement in one or both arms.

Loss or disablement of lower extremities

Paralysis, amputation or limited movement in one or both legs.

None of the above

The person does not suffer any of the above mentioned disabilities.

Questions 11-14 are only for Those Over the Age of 3 Years

Question No.11

[Literacy]

[The instructions refer to a graphic of section VI, question 11 on the census form.]

-- Fill in the cell that corresponds to the answer given.

[p. 34]

Question No.12

[education]

[The instructions refer to a graphic of section VI, question 12 on the census form.]

-- Write down the number of the last grade, year or semester completed in the space provided.

-- Fill in the cell according to the level.

-- If the answer is not University, professional (*Superior*), go to Question No.14.

-- If the answer is University, professional (*Superior*), go to the next question.

Example: If the person declared that they completed 1st grade in Elementary, write 1 in the space for grade and fill in the cell that corresponds to Primary or Elementary (1-6).

None:

No school completed.

Preschool:

Level of education that precedes elementary (*Básica*) Education.

Primary Or Elementary (1-6):

Level of education that includes:

- From 1st to 6th grade of Primary (*Primaria*) Education.
- From 1st to 6th year of Elementary (*Básica*) Education.

Secondary (1-3) or Elementary (7-9):

Level of education that includes:

- From 1st to 3rd year of Secondary Education or Common Basic Cycle (*Ciclo Basico Comun*)
- From 6th to 9th year of Elementary Education

Diversified Middle:

Level of education that includes:

- From 4th to 6th year of Secondary Education (*ciclo diversificado*) or Common Basic Cycle.
- The 1st and 2nd years of Diversified Secondary Education.

Superior:

Level of education that is made up of professional training. It includes:

- Universities, Teacher's Schools, University Institutes and Colleges and Military Institutes for Officer training.

Question No.13

[degrees/titles]

[The instructions refer to a graphic of section VI, question 13 on the census form.]

-- Fill in the cell that corresponds to the answer given:

- If the answer is YES, ask which one and write the answer down in the space provided.

Superior education degree (*Titulo de Educacion Superior*):

A degree is the title that is obtained once university undergraduate studies are completed. They are given by Universities, Teacher's Schools, University Institutes and Colleges and Military Institutes for Officer training.

Examples: Sociologist, Lawyer, Graduate with degree in business administration (*Técnico Superior en Administración*), Professor of chemistry, Civil engineer, Graduate with teaching degree (*Licenciado en Educación*), Army officer, etc.

-- If the person has more than one university degree, write down whichever degree the informant considers to be more important.

[p. 35]

Question No.14

[The instructions refer to a graphic of section VI, question 14 on the census form.]

-- Fill in the cell that corresponds to the answer given:

Current Student:

A person who is enrolled or is studying in a public or private Preschool, Elementary School, secondary school (*Diversificada*), or *Superior* (University, Professional) Educational Institution. Even if:

-- They are not in classes on the Census day because of vacations, sickness, strike or temporary break.

-- Their class has been postponed/deferred and they are waiting for the start of the next school year/semester.

Questions 15-17 are only for women 12 yrs of age and older

Question No.15

[Children born alive]

[The instructions refer to a graphic of section VI, question 15 on the census form.]

-- Write down the total number of children in the space indicated and go to the next question.

-- If the answer is none, fill in the corresponding cell and go to Question No.18.

Total Number of Children Born Alive:

All of the children born alive to the enumerated woman, whether or not they live with her. Also included are those children born alive that died later.

Question No.16

[Children currently alive]

[The instructions refer to a graphic of section VI, question 16 on the census form.]

-- Write down, in the space provided, the number of children that are alive currently.

-- If the answer is none, fill in the appropriate cell.

Question No.17

[Recent births]

[The instructions refer to a graphic of section VI, question 17 on the census form.]

-- Fill in the cell that corresponds to the answer given:

-- If the answer is **yes**, ask how many and fill in the corresponding cell.

[p. 36]

Questions 18-26 are only for people 12 yrs of age and older

Question No.18

[Economic Activity]

[The instructions refer to a graphic of section VI, question 18 on the census form.]

-- Read the question and the possible answers and fill in the corresponding cell.

-- If the answer is working or not working but employed, go to Question No.20.

-- If the answer is looking for work having been previously employed, go to Question No.19.

-- If the answer is other than working, not working but employed, or looking for work having been previously employed, go to Question No.26.

Working:

A person who is economically active and receives pay in money or in kind.

Example: A person who produces, sells, or performs a service, works on their own account, serves in the Armed Forces, works as a domestic employee, etc.

This includes people who help a family member in an economic activity without being compensated.

Looking for Work Having Been Previously Employed:

An unemployed person who is actively looking for work who was previously employed.

Looking for Work for the First Time:

A person who is actively looking for work but has never been employed before.

Performing household duties and not working:

A person dedicated to the care of the Household and does not engage in any productive activity.

Studying and not working:

A person dedicated to studying and does not engage in any productive activity.

Not working but employed:

An employed person (with a job or a business) who is not working at the time of the Census due to vacation, leave, sickness, strike, etc.

Pensioner or retired and not working:

A person whose income only comes from a pension or from a retirement account and does not engage in any productive activity.

Permanently disabled:

A person who, because of a permanent disability, because of sickness, accident, or old age, does not engage in any productive activity.

Other situation:

Any person who does not fit in any of the previous categories.

Example: A person who does not want to -- or is not interested in -- working, or a person who cannot work due to a temporary disability, etc.

Mark a person as "working" if they perform any productive activity even though they may claim to be "performing household duties", "studying", "pensioner", or "retired".

[p. 37]

Question No.19

[Time without employment]

[The instructions refer to a graphic of section VI, question 19 on the census form.]

-- Fill in the cell that corresponds to the answer given:

For questions 20 -- 25, take the information for the previous job when a person is "looking for work having been previously employed".

Question No.20

[occupation]

[The instructions refer to a graphic of section VI, question 20 on the census form.]

-- In a precise manner, write down the principal occupation that the person carries or carried out.

Example: Janitor (*Obrero de limpieza*), body shop helper (*ayudante de latonero*), mechanical engineer, Spanish teacher, sales manager, radio technician, market gardner (*cultivador de hortalizas*), etc.

If the person has more than one occupation, write down the one that provides the most income. In the case that the incomes are equal, write where worked most of the time.

Question No.21

[Industry]

[The instructions refer to a graphic of section VI, question 21 on the census form.]

-- In a precise manner, write down the activity of the company, organization, or business where the person works or worked.

Example:

-- If a secretary in a Clothing Factory, write down Clothing Factory.

-- If a doorman and works in a Hospital, write down Medical service.

-- If a driver for the " *Ministerio de Trabajo*" (National Ministry of Labor), write down public administration.

-- If a bank manager, write down " *Servicio Bancario*" (banking service).

-- If an administrator for a coffee plantation, write down " *Hacienda de Caf *" (coffee plantation).

-- When the person does not work for a company, organization or business but works on their own account, write down this industry:

Example:

-- If a seamstress in her house, write *Confecci n de Ropa* (production of clothing).

- If the person makes and sells corn cakes (*arepas*), write down food sales.
- If a street peddler (*buhonero*), write down merchandise sales.

If the company, organization, or business dedicates itself to more than one industry, write down the principal industry.

[p. 38]

Question No.22

[size of company]

[The instructions refer to a graphic of section VI, question 22 on the census form.]

- Fill in the cell that corresponds to the answer given:

This refers to the total number of people employed by the company, organization, institution, or business. It does not refer to the number of people in the department, division, plant, etc. where the enumerated person works.

Question No.23

[name of company]

[The instructions refer to a graphic of section VI, question 23 on the census form.]

- Write down the name of the company, organization or business where the person works or worked.

- When the person works on their own account and does not have a name that identifies the place of work, write down private (*particular*) in this space.

Question No.24

[Employment Status]

[The instructions refer to a graphic of section VI, question 24 on the census form.]

- Read the question and the possible answers and fill in the corresponding cell.

Employee (white-collar) or laborer for the public sector:

Works in:

- Ministries or organizations of the National, Regional, State, or Municipal Public Administration.
- State Universities or Institutions of Higher Learning

-- Companies with mostly state-owned capital (oil companies, iron and steel companies, etc.).

Employee (white-collar) or laborer for the private sector:

Works in:

-- Incorporated enterprises, Limited Liability Corporations (*Sociedades de Responsabilidad Limitada*), family owned companies, cooperatives, Non-profit organizations (Scouts, Churches, etc.).

Domestic employee:

Works in a house performing Household duties and receives a salary.

Member of a cooperative:

Works as an active member of one or more cooperatives (transportation, agricultural, etc.)

Employer:

Directs own company. Should have at least one employee (white-collar) or laborer in their employment.

Worker on own account:

Does not depend on an employer and does not have employees (white-collar) or laborers in their employment. Offers individual and private services (plumber, electrician, taxi driver, street peddler, etc.).

Unpaid family helper:

Works in the company of a family member and does not receive compensation in the form of money.

[p. 39]

Question No.25

[income]

[The instructions refer to a graphic of section VI, question 25 on the census form.]

-- Fill in the cell that corresponds to the income; monthly, weekly, or daily.

-- Write the amount, in *Bolivares* in the space provided.

-- If the person does not receive a monetary income, fill in the corresponding cell.

Example: If the person claims that in the last month they earned 1,000.00 Bs. (*Bolivares*) per week, fill in the weekly cell and write down 1,000 in the space provided.

Question No.26

[other income]

[The instructions refer to a graphic of section VI, question 26 on the census form.]

-- Read the question and the possible answers and fill in the corresponding cell.

-- Write down the amount in *Bolivares* in the space provided.

When finished with the questionnaire, make sure that you filled out a Section VI for each person listed in Section IV.

[Page 40 was not translated into English.]

Copyright © Minnesota Population Center, University of Minnesota