



The Census Form – Persons is filled out by all people present on census day in the Czech Republic regardless of whether they live in a dwelling, boarding facilities or in another building. In counting people in a dwelling or in facilities designated for long-term residence, the form must also be filled out for persons temporarily absent if they really do live in the flat or boarding facilities and they are a member of a specific household there. For minors or people not competent to enter into legal acts, information will be provided by their legal representative. Information is filled out according to the situation at midnight from 25 to 26 March 2011, unless stated otherwise.

In questions 4,10,11 and 22 it is possible to provide more answers. For other questions, always indicate or write one answer only. Foreigners living short-term in the Czech Republic (generally up to 90 days) fill out their first name, surname and questions 2-6 only.

Write all text legibly in large printed letters according to the examples in the form. Write numerical information from the right (apart from birth numbers).

4. COUNTRY OF CITIZENSHIP

In the case of dual citizenship, state both.

5. PLACE OF RESIDENCE AT DECISIVE MOMENT (26.3.2011)

State whether the address at the top of the form (in the IDENTIFICATION field) is the place where the polled person has in fact lived long-term and where he/she has a household or family. It is not important where the person is registered for permanent residence or whether, for example, for reasons of work or study he/she spends the greater part of the week in another place. In the case that the residence address is different from the address at the top of the form, enter it as precisely as possible.

7. PLACE OF RESIDENCE OF MOTHER AT THE TIME OF PERSON'S BIRTH

Place of residence of mother at the time of person's birth means the actual residence of the mother at the time of the birth of the polled person, i.e. the first residence where the polled person lived immediately after the birth. The information cannot be exchanged for „place of birth“, which is stated, for example, in the birth certificate and indicates the actual place of birth - generally the address of the maternity hospital. State the municipality, district, or state according to the name and borders valid on census day.

8. LEGAL MARITAL STATUS

This ascertains de jure family status, or legal status. Enter a common-law partnership on the second side of the census form - dwellings only.

Each person fills out either question 8 - family status, or question 9 - registered partnership.

9. REGISTERED PARTNERSHIP

This ascertains the de jure status, or legal status - of a registered partnership of persons of the same sex entered into according to Act No. 115/2006 Coll., on Registered Partnerships, or pursuant to the valid legal regulations abroad. Persons who never entered into a registered partnership do not answer the question.

10. MOTHER LANGUAGE

The mother language should be stated as the language in which the polled person was spoken to in childhood by his/her mother or the persons who brought him/her up. It is permissible to state more languages.

11. ETHNICITY

Information about ethnicity is stated by each person according to their own decision. Stating this information is not obligatory. It is permissible to state more ethnicities. Ethnicity means affiliation to a nation, a nationality or an ethnic minority. Mother tongue or a language which the respondent primarily uses or manages best is not a determinant of ethnicity.

12. RELIGIOUS BELIEF

Information about religious belief is filled out by each person according to their own decision. Stating this information is not obligatory. In the case of listing a registered church or religious society, write the exact or a suitably shortened title according to the following overview:

Churches and religious societies registered in the Czech Republic as of 2.11.2010:

- *Apostolic Church*
- *Unity of the Brethren Baptists*
- *Diamond Way Bhuddism of the Karma Kagyu Lineage*
- *Church of the Seventh Day Adventists*
- *Brethren Church*
- *Czechoslovak Hussite Church*
- *Church of Jesus Christ of the Latter Day Saints in the Czech Republic*
- *Christian Society Church*
- *New Hope Church*
- *Greek Catholic Church*
- *Roman Catholic Church*
- *Word of Life Church*
- *Church of the Living God*
- *Czech Hindu Religious Society*
- *Evangelical Church of Czech Brethren*
- *Evangelical Church of the Augsburg Confession in the Czech Republic*

• *Evangelical Methodist Church*

• *Federation of Jewish Communities in the Czech Republic*

• *United Brethren*

• *Christian Fellowship*

• *Lutheran Evangelical Church of the Augsburg Confession in the Czech Republic*

• *International Society for Krishna Consciousness, Hare Krishna Movement*

• *Religious Society of Czech Unitarians*

• *Religious Society of Jehova's Witnesses*

• *New Apostolic Church in the Czech Republic*

• *Christian Community in the Czech Republic*

• *Orthodox Church in Czech Lands*

• *Russian Orthodox Church, jurisdiction of the Patriarch of Moscow and all Russia in the Czech Republic*

• *Silesian Evangelical Church of the Augsburg Confession*

• *Old Catholic Church in the Czech Republic*

• *Centre of Muslim Communities*

• *Vishva Nirmala Dharma*

If you state another church, religious society, confession or faith, write it as precisely as possible.

13. EDUCATIONAL ATTAINMENT

To be filled out by persons 15 years of age and older only, on the basis of the highest completed school.

Persons who obtained their education in a foreign educational institution or private educational institution not accredited by the Ministry of Education, Youth and Sports, should state the corresponding level of education in the Czech educational system if their education is recognised as having parity.

No education is listed by persons who did not complete even the first level of primary school.

Incomplete primary education is listed by persons who completed only the first level of primary school or the former elementary school or national school, or matriculated only at an auxiliary school.

Primary education is also listed by students of six and eight-year grammar schools, or eight-year departments of a conservatory, if they had already graduated from the first two, or four years of the relevant grammar school (conservatory), i.e. they complied with mandatory school attendance. Primary education is also listed by persons who completed a special school, practical school, special primary school or former junior secondary „town“ school. Persons older than 15 years who at the time of the census are attending the ninth year of a primary school should also state that they have completed primary education.

Complete secondary general (with graduation) also includes lycee branches of secondary schools.

Complete secondary specialist (with graduation) also includes, apart from secondary specialist schools, vocational branches with graduation.

Further education is listed by graduates of further education or post-graduate studies, as well as graduates of two or more secondary schools completed with a final exam or graduation.

Master's includes the majority of graduates of universities; recipients of the titles Mgr, MgA, Ing., MUDr., JUDr., RNDr., MVDr., PhDr., ThDr. etc.

Doctoral - includes only current doctoral study programmes and former scientific activities, i.e. the recipients of the titles Ph.D., Th.D., CSc., DrSc.

14. FIELD OF EDUCATION

Filled out only by persons with higher than primary education. Educational branch, or vocational branch is listed according to the highest completed school.

The title or specialist orientation of the graduated branch of study (e.g. biology, economics, electrotechnology, machinery, agriculture, social work, primary school teaching, public administration activity etc.) or of a vocational branch (e.g. locksmith, mechanic repairer, bricklayer, cook, salesperson, chemist-technician, textile production, food processing, timber processing, business operations, care-giving, etc.), or of a type/graduate oriented school (e.g. general education - grammar school, secondary general educational school, etc.) is entered.

If studies at more schools of an equal level have been completed, state the branch which is (or was) used in employment; if there is none, state the branch of the last completed school.

15. TOTAL NUMBER OF CHILDREN BORN ALIVE

Include in the number of children born alive up to the census day (prior to marriage, within marriage or outside it) even if some of the children later died.

16. NUMBER OF CHILDREN BORN ALIVE DURING CURRENT OR LAST MARRIAGE

State the number of children who were born up to the census day in current marriage (for married women) or in the last marriage (for divorced or widowed women), even if some of the children later died.

17. ECONOMIC ACTIVITY

The employed are all persons 15 years and older who are in paid work on census day as „employees“, including „self-employed“ (employers, independent operators) or assisting members of a family. The length of their work load is not important, nor whether their work activity is of a permanent, temporary, seasonal or opportune character. Independent relates to working retirees, working students and apprentice, and women on maternity leave (28 or 37 weeks).

The unemployed are all persons 15 years and older who on census day are without work, are actively looking for work and are prepared for immediate entry into work.

Economically inactive are all persons who on census day were not employed or did not meet the conditions for classification among the unemployed.

Other with own source of livelihood represents persons who live from financial sources other than income from employment or the pension (e.g. from savings from property income, dividends, social benefits etc.). They include women and men on parental leave if they collect a parental benefit.

Pupils, students, apprentices represents those who dedicate themselves exclusively to studies at all types of schools.

Persons at home, pre-school age children, other dependent persons also represents adults if they are dependent for their livelihood on some member of the household.

18. OCCUPATION

Occupation represents a specific performed activity; it generally includes a work position, function and branch (e.g. car assembly worker, transport operator, mobile crane driver, furniture upholsterer, chemical production worker, service maintenance mechanic, construction electrical engineer, shop cashier, bank counter worker, pre-school teacher, business officer, garden architect, tax official, business branch manager, head nurse, primary school deputy principal, warehouse manager, hotel director, transport dispatcher, scientific worker - biochemistry, city policeman etc.). In the event of two jobs this question should be answered according to the main job.

19. STATUS IN EMPLOYMENT

Employees are persons in employment, employees appointed or elected, persons employed on the basis of a contract for work or a contract for services, employees in service (i.e. members of the army and police).

Businesspeople with employees (employers) are persons who employ one or more employees as part of their business activities.

Businesspeople without employees (self-employed persons) are persons working on their own account, and with business authorisation. They are persons entered in the business register and in the trades register (trade certificate, trade licence), persons doing business on the basis of specific regulations (e.g. advocates, experts, auditors, artists, etc.), and persons undertaking agricultural activities in accordance with specific regulations.

Members of a production co-operative are members of manufacturing, agricultural or other production co-operatives. They do not include regular employees of these co-operatives or members of consumer co-operatives.

Assisting family members are persons who work on a basis other than a labour relationship. If they are family members employed in a family enterprise on the basis of, for example, a work contract, they should be indicated as employees in employment.

20. INDUSTRY (BRANCH OF ECONOMIC ACTIVITY)

Branches are designated according to the main type of economic activity of the employer (subject of business). For example, „education“ should be entered by all school employees - teachers, secretaries, and also maintenance workers, cleaners, school cafeteria employees etc., unless they are employees of a company which provides these services for the school. Please state the name of the branch of economic activity according to the following overview (or choose the relevant part of the name):

- agriculture, hunting
- forestry and logging
- fishing and fish farming
- mining and preparation of coal, minerals, oil and natural gas, stone, sand, etc.; ancillary activities for mining (research, drilling, drainage, etc.)
- production of foodstuff products, drinks, tobacco products
- production of textiles, clothing, fur products, shoes; tanning industry
- wood processing, manufacture of paper, pulp and products from paper, wood, wickerwork, cork, etc.

- print, binding and related activities; reproduction of recorded media
- production of coke and refined oil products
- production of chemical materials and medicaments
- pharmaceutical production
- production of rubber and plastic products
- production and processing of glass, ceramics, porcelain, stone, construction materials and products
- production and metallurgical processing of metals; foundry industry
- manufacture of metal construction and metalwork products; preparation of metals; machine tooling
- manufacture of computers, electronic, measuring and optic instruments and equipment, communication equipment, consumer electronics
- manufacture of electrical equipment (incl. distribution and control equipment, household appliances, batteries and accumulators, optic and electrical cabling, etc.)
- manufacture of other machinery and equipment (e.g. agricultural, cutting, for mining and industrial production, lifting equipment, pumps, bearings, gearing, hand tools with motor, etc.)
- manufacture of motor vehicles (incl. their motors, parts and appurtenances), trailers and semi-trailers
- manufacture of other transport and equipment
- manufacture of furniture
- other processing industry (manufacture of jewelry, toys, musical instruments, sporting goods etc.)
- repairs, maintenance, and installation of machines and equipment
- production and distribution of electricity, gas and heating
- water supply
- activities related to waste water
- assembly, collection and removal of waste, waste treatment for further use
- sanitation and other activities related to waste
- building construction
- civil engineering (construction of roads, railways, infrastructure networks, bridges, etc)
- specialised construction activities (demolition, roofing, electro installation, plumbing etc, building installation work, completion and finishing work - plastering, glazing, etc.)
- motor vehicle trade (incl. parts and appurtenances), repairs and maintenance of motor vehicles
- wholesale and mediation of wholesale
- retail
- land and metro transport
- water transport
- airtransport
- delivery and secondary transport activities (freight and unloading of goods, operation and servicing of roads, parking, terminals - train stations, airports, transit centres, maintenance of transport facilities, etc.)
- postal and courier activities
- accommodation; food and hospitality
- publishing activities (publication of books, periodicals, software and so on)
- activities in the field of film, video recordings and TV programmes, creation of sound recordings and music publishing activities creation of television and radio programmes and broadcasting telecommunication activities
- activities in the field of information technology (programming, management of computer equipment, consultancy, etc.)
- information activities (data processing, hosting, news agency etc.) banking
- insurance and pension funds (other than mandatory social insurance) real estate activities (purchase, sale, renting and management of property, real estate agency activities, valuation, etc.)
- legal, accounting and auditing activities; tax consultancy
- consultancy and services for businesses in the field of management, organisation, planning, control, marketing, human resources, communication, etc.
- architectural and engineering activities and consultancy (project design, construction design, geological research, geodetic activities, cartography, meteorology, etc.)
- technical tests and analysis (chem., physics etc.)
- research and development
- advertising, market research and public opinion surveys
- other professions, scientific and technical activities (design, graphics, photography, translation, specialist consultancy etc.)
- renting and leasing
- employment mediation
- activities of travel agents/offices, reservations, guide services, information and other services in the travel industry
- security and detective services (private security agencies, security system operations)
- cleaning activities
- landscape design (incl. gardens, parks, public areas)

- *administrative and other ancillary activities for business (call centres, packaging services, congress and trade fair organisation etc.)*
- *public administration (state administration, local government), defense, mandatory social insurance, public order and security, justice and courts, correctional facilities, fire brigade*
- *schools, education (incl. Education outside the school system - courses and training, driving schools, art and sports education, etc.)*
- *health care*
- *veterinary activities*
- *social welfare in facilities*
- *clinic and field social services*
- *creative, artistic and entertainment activities (artistic design, theatre, musical etc., art, cultural facility operations)*
- *activities of libraries, archives, museums, botanic and zoological gardens, natural reserves, service and protection of heritage sites*
- *gambling, casino and betting shop activities*
- *sports, entertainment and recreational activities*
- *activities of professional, political, social, cultural, interest organisations, churches and religious organisations, trade unions, movements and other associations*
- *repairs of computers and products for personal requirements and primarily for the household*
- *other personal services (dry cleaning, hairdressing, beautician etc.)*
- *household personnel, individual (child care, household help, personal driver, butler etc.)*
- *international organisation activities (UN, EU, World Bank etc.)*

Questions 21,22,23 and 24 on commuting to work or school are filled out by persons who stated in the question on economic activity that they are employed or are pupils, students and apprentices (within the scope of economically inactive persons).

„Working students and apprentices“ concerns information about commuting to school, not information about commuting to work. Commuting is also considered to be commuting within a town or city.

21. LOCATION OF PLACE OF WORK OR SCHOOL

State the address of the place of work (not, for example, the company headquarters).

Persons who have no workplace but start work at the same address (e.g. transport workers - drivers, pilots; artisans-repairers etc.), state where they start work.

Persons who often change their place of work (e.g. assembly and construction workers, marketplace sales people etc.), or travel but do not come to the same address daily (travelling businesspeople, taxi drivers, truck drivers etc.) should indicate „employed without permanent workplace“.

Persons working or studying abroad should state the name of the state.

Persons whose workplace address (schools) is the same as the address of their (actual) residence, and employees without a permanent workplace do not fill out any further questions on commuting.

Questions 22 and 23 relate to daily journey to work or school (from home or from a place of temporary accommodation).

Persons working in shifts enter information regarding a single journey to work even if they do not commute regularly every day.

22. MODE OF TRANSPORT

Bus (other than city transport) is stated by persons using bus transport which crosses the border of a municipality/city. It includes suburban transport.

Mass city transport is mass public transport operated for the satisfaction of the transport requirements for a city area. In Prague, it includes the metro.

Other means of transport includes all others, namely those not listed on the form.

None (on foot only) is stated by persons who walk to work or school, i.e. they do not use any means of transport.

23. TIME SPENT ON DAILY JOURNEY

State the duration of one normal journey to work or school. The time in minutes includes the total time which elapses from leaving home (or a place of temporary accommodation) to entry to the workplace or entry to school („door to door“), i.e. including the walk to a public transport station and from a station, waiting for arrival, change etc.

24. FREQUENCY OF JOURNEY TO WORK OR SCHOOL

States how often a person commutes from their municipality of residence to the municipality of their workplace or school. Persons whose workplace or school is in the same town of (actual) residence do not answer the question.

Daily is stated by persons who commute directly from their place of (actual) residence and do not use temporary accommodation at the site of the workplace or school (rental, boarding house, student hostel, school hostel, etc.). They may also be persons working in shifts or for a shortened time if they meet the stated conditions, even if they do not commute regularly every day.

EXPLANATIONS FOR THE CENSUS FORM - DWELLINGS are on the other side. Please turn over.

EXPLANATIONS FOR THE CENSUS FORM - BUILDINGS are on the back page of the Form. The Census Form – Buildings is filled out by building owners or managers.

Any ambiguities and questions on filling out the census forms will be answered by the census officer, or he/she will help you fill out the forms. He/she will provide you with all other required information. You can also get further information at the internet page www.scitani.cz, and from the free-of-charge census telephone information line 800 879 702 or by emailing info@scitani.cz.