

PERSONAL SCHEDULE.

(For use of inmates of hotels, boardinghouses, clubs, ships, trains, &c.)

A "PERSONAL SCHEDULE" (Census—1B) is to be filled up by each boarder, passenger, visitor, servant, or other inmate on the night of the **15th October, 1916**, and is to be handed to the officer or person in charge, who will attach same to "Householder's Covering Schedule" (Census—1A), giving the certificate required thereby.

- (1.) Any person wilfully refusing or neglecting to fill up, sign, and deliver this schedule, or to answer the necessary inquiries which the Enumerators and Sub-Enumerators are authorized and required to make, or furnishing false returns or answers, or obstructing any person in the performance of any duty imposed on him by the Census and Statistics Act, 1910, is liable to a penalty of **twenty pounds**.
- (2.) The information given will be treated as confidential, and any person divulging it is liable to a penalty of **twenty pounds**.
- (3.) The returns are not to be used for proof of age, as in connection with pensions, or for any purpose other than the preparation of statistical tables.
- (4.) All entries should be written in ink.

MALCOLM FRASER, Government Statistician.

1. Name and surname	
2. Name and place of hotel, boardinghouse, club, ship, train, &c., in which night of 15th October, 1916, was passed	
3. Relation to head of household or establishment, &c. (State whether "head," "wife," "son," "daughter," or other relative, or "lodger," "servant," "passenger," &c.)	
4. Sex (write "M." for male and "F." for female)	
5. Age last birthday (Enter the age of persons one year and over in years only. If the age be less than one year, insert a cross (x).)	
6. Particulars as to marriage— (a.) State whether "never married," "married," "widower," "widow," or "divorced" (b.) If married, state age of spouse (c.) If a married woman, state— (i.) Completed years of present marriage (If less than one year, insert a cross (x).) (ii.) Children born alive to present marriage (If no children born alive, write "None.")	Number born alive: _____ Number still living: _____
7. (a.) Profession or occupation (To be stated as clearly and definitely as possible. (See back.)) (b.) Name of industry or service with which worker connected (This question should generally be answered by stating the business carried on by the employer. If engaged in any trade or manufacture, the particular kind of work done, and the article made or material worked or dealt in, should be clearly indicated. A soldier in camp should give the occupation followed by him before joining the Expeditionary Force. (See back.)) (c.) Grade of occupation (Write "E." if employer of labour in connection with business or profession; "O." if in business on own account but not employing others; "A." if relative assisting in business but not receiving salary or wages; "W." if earning salary or wages; "W.N." (except in cases of leave of absence), if unemployed for more than a week immediately prior to census.) (d.) Period unemployed (If unemployed, state period in weeks since last employed.)	
8. Country where born (a.) Enter the country (not county, town, or any other subdivision). If born outside of the British Empire, or if born at sea, add "P." if a British subject by parentage; add "N." if a British subject by naturalization; add "F." if a foreign subject, and in case of a married woman add "F.M." if a foreign subject by marriage. (b.) Race. (If not of European race, write "Maori," "Chinese," "Hindu," "Javanese," "Negro," "Polynesian," &c., or "Maori half-caste," "Chinese half-caste," &c., as the case may be.)	
9. If not born in the Dominion, state length of residence therein in years (If less than one year, insert a cross (x).)	
10. Religious denomination: (Do not use general terms such as "Protestant" or "Catholic")	
11. Education (State if (1) technical college, or the secondary department of a district high school; "T." if attending technical classes other than at a technical high school; "U." if at university college; "H." if receiving instruction at home. "Pr." should be added to the above letters if the instruction is received at a private or denominational school—e.g., "E., Pr.," elementary instruction at a private school; "S., Pr.," secondary instruction at a private school; "T., Pr.," technical classes (commercial, engineering, &c.) at a private school.	
12. Infirmary (State if (1) totally blind, (2) deaf and dumb, (3) imbecile or feeble-minded.)	

(Signature of person making the return [or a Sub-Enumerator].)

INSTRUCTIONS RE REPLIES TO BE GIVEN TO QUESTIONS 7 (a) AND 7 (b).

DESCRIBE the occupation fully in question 7. If more than one occupation is followed, state that by which living is mainly earned.

Dealers, shopkeepers, or shop-assistants, as distinct from makers, producers, or repairers.—All such persons are to be so described as to leave no doubt whether they are dealers or makers. In many cases "tailors," "bootmakers," "hatters," "watchmakers," "jewellers," "chemists," &c., and their assistants are not makers or producers, but are rather dealers or merchants; in such cases the word "dealer," "shopkeeper," or "shop-assistant," is to be added to the occupational name. A person who both makes and deals is to be described as "maker" if chiefly maker, or "dealer" if chiefly dealer.

Vague or indefinite terms must not be used alone—such, for example, as "apprentice," "assistant," "cavasser," "clerk," "collector," "contractor," "foreman," "inspector," "labourer," "machinist," "manager," "manufacturer," "mechanic," "mill-hand," "superintendent"—the name of the trade or industry must be inserted against 7 (b).

Engineers to state whether civil, mechanical, mining, electrical, marine, &c., also the nature of work on which engaged. Surveyors to state whether land, mining, or marine, &c.

Miners are to specify the nature of the mineral on which they work, and in respect of metallic ores to add whether **lode** or **alluvial**. A miner working for another should return himself as "gold-miner," &c., not labourer.

SOLDIERS IN CAMP.—In answer to question 3 (Relation to head of household or establishment) a soldier in a military camp should enter "Soldier" or "Member of Expeditionary Force," and in question 7 should give the profession or occupation followed by him prior to joining the Expeditionary Force.

The following are examples of answers to questions 7 (a) and 7 (b):—

Question 7 (a). (Personal Occupation.)	Question 7 (b). (Industry or Service with which Worker is connected.)	Question 7 (a). (Personal Occupation.)	Question 7 (b). (Industry or Service with which Worker is connected.)	Question 7 (a). (Personal Occupation.)	Question 7 (b). (Industry or Service with which Worker is connected.)
Blacksmith's Striker	Loco. Dept. Rly. Dept.	Electrician ..	Oilworks.	Maltster's Labourer	Brewer.
Bricklayer ..	Blast Furnace.	Electrician ..	Telegraph Department.	Plumber ..	Chemical Works.
Cardboard-box Maker	Soap manufacturer.	Engineman ..	Hosiery-factory.	Plumber ..	Shipbuilding-yard.
Carter ..	General Carrier.	Engineman ..	Printing-works.	Ship-fitter ..	Harbour Board.
Carter ..	Railway Department.	Head Teacher ..	Education Board.	Solicitor.	City Corporation.
Clerk ..	Hardware merchant.	House painter ..	Builder.	Upholsterer ..	Rlwy. Carriage Works.
Coal-porter ..	Gasworks.	Ironfounder ..	General Engineer.	Wood-sawyer ..	Joinery Works.
Cooper ..	Brewery.	Ironfounder ..	Stove and Grate Maker.	Wood-sawyer ..	Sawmill.
Cooper ..	Fishounging-yard.	Maltster's Labourer	Maltster.	Wool-classer ..	Sheep-station.

The occupations of women who are engaged in any other than domestic duties should be distinctly recorded; but women are not to be entered as engaged in the occupations of their husbands, fathers, &c., unless they habitually assist them. When only in the capacity of wife, mother, daughter, sister, &c., write "Domestic duties."

Children being educated should be designated "scholar" if not engaged as well in any industrial pursuit, but if regularly following any such pursuit during portion of their time, as, for instance, delivering or selling newspapers, running errands, &c., before or after school hours, they should be set down as of that pursuit, the entry under the head "Education" sufficiently showing that they are also receiving education.

INSTRUCTIONS RE REPLIES TO BE GIVEN TO QUESTION 11 (b) RE EDUCATION.

(1) Pupils in the lower or preparatory departments of secondary schools—i.e. those who have not passed Standard VI of the public school syllabus or an equivalent—should be indicated by the letter "E" as receiving elementary education. With this exception, pupils of secondary schools and technical high (day) schools should be indicated by the letter "S." (2) Pupils in the secondary classes of district high schools should be indicated by the letter "S.," and those in the standard and infant classes by the letter "E." (3) Students attending classes at technical schools during the day or in the evening, who are not pupils of a technical high school, should be indicated by the letter "T." (4) Pupils attending private or denominational schools at which both elementary and secondary instruction is given should be indicated by the letters "E. Pr.," if the bulk of the pupil's work is of an elementary character, and "S. Pr.," if of a secondary character. (5) Students of training colleges should be indicated by the letter "U.," with the addition of the words "Training College." In like manner students of the Canterbury Agricultural College are to be indicated by "U.," with the word "Agricultural" added.

EXAMPLES OF THE MODE OF FILLING UP SCHEDULE.

	First Example.	Second Example.	Third Example.	Fourth Example.
1. Name and surname	John Lee.	Jessie Brown.	Alice Beaumont.	John McIntosh.
2. Name and place of hotel, boardinghouse, &c.	Acorn Hotel, Otaki.	Eagle Private Hotel, Timaru.	Auckland-Wellington Express Train.	S.s. Maori.
3. Relation to head	Boarder.	Boarder.	Passenger.	Member of Crew.
4. Sex (write "M" for male and "F" for female)	M.	F.	F.	M.
5. Age last birthday	48.	28.	43.	35.
6. Particulars as to marriage—				
(a.) "Never married," "married," &c.	Married.	Never married.	Married.	Never married.
(b.) Age of spouse	46.	..	43.	..
(c.) If a married woman state—				
(i.) Completed years of marriage	16.	..
(ii.) Children born alive	Born alive:..... Still living:.....	Born alive:..... Still living:.....	Born alive: 3 Still living: 2	Born alive:..... Still living:.....
7. (a.) Profession or occupation (to be stated as clearly and definitely as possible)	Dealer	Machinist.		Able Seaman.
(b.) Industry or service	See above, hardware Grocer	Woollen Mill.		Mercantile Marine
(c.) Grade of profession	E.	Woollen Mill Woollen Mill		Woollen Mill
(d.) Period unemployed	3 weeks.
8. (a.) Country where born	China, N.	New Zealand.	France, P.	Scotland.
(b.) Race	Chinese.
9. If not born in Dominion state length of residence in years	26.	..	10.	3
10. Religious denomination	Confucian.	Roman Catholic.	Church of England.	Presbyterian.
11. Education—				
Degree	R.W.F.	R.W.	R.W.	R.W.
If at present receiving education
12. Infirmity