Step-by-Step Guide to Filling in the Census 2016 Form

Notes
If you want help filling in the Census 2016 form, contact your census enumerator. Your census enumerator is the person who gave you the census form and will call back to collect it.

National Adult Literacy Agency
Sandford Lodge
Sandford Close
Ranelagh
Dublin 6
D06 4F85

Telephone: (01) 412 7900
Fax: (01) 497 6038
Email: info@nala.ie
NALA Website: www.nala.ie

Literacy learning website:
www.writeon.ie

Freephone support line: 1800 20 20 65
Step-by-step Guide to Filling in the Census 2016 Form
What is the ‘Step-By-Step Guide to filling in the Census 2016 Form’?

The Step-by-Step-Guide to filling in the Census 2016 Form gives information to help you fill in your census form.

It includes:

- Questions and answers about the census
- Census 2011 – some interesting facts
- Dates to remember 2016
- A guide to filling in the census form
- Types of question in the form
- Questions about your accommodation
- Questions about people in the house on census night
- Questions about absent people on census night
- Glossary
Questions and answers about the census

What is the census?
The census takes place every five years, on a single night in April called census night.

On this night, everyone in the country fills out their census forms and gives information about themselves – their family, their work, their school, along with information about where they live – their house or apartment.

What is it for?
It tells us how many people there are in Ireland and where they live, how old they are, and what they work at.

This helps us to answer such important questions as:

• Where should we build the new schools for the children starting school next year?
• Where do we need new nursing homes?
• Where should we put new stops on the train line?

What types of questions are asked?
All of the questions are explained in this guide. To answer most questions you just tick a box, or sometimes you write in your answer.

Any adult in the house on census night can fill out the form for everyone in the house.

Who is included?
Everyone who stays in your house on census night must be included. This includes visitors.

Do I have to do it?
Yes, you must fill it in. It’s the law.

What is an enumerator?
This is the person who gives you your census form and who collects it after census night. They will answer any questions you might have.
Census 2011 - some interesting facts

Population of Ireland

<table>
<thead>
<tr>
<th>Year</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>4,588,252</td>
</tr>
<tr>
<td>2006</td>
<td>4,239,848</td>
</tr>
</tbody>
</table>

Up 348,404 since 2006

Where do we live?

- 62% Lived in urban areas (cities or towns)
- 38% Lived in rural areas (the countryside)

Living and dying

- 365,000 births between Census 2006 and Census 2011
- 140,000 deaths between Census 2006 and Census 2011

Marriages

- 143,588 increase in the number of married people between Census 2006 and Census 2011

Families

- 1,179,210 people were born outside of Ireland

Top 5 foreign languages spoken at home

- Polish
- French
- Lithuanian
- German
- Spanish

Diversity

- 766,770 people were born outside of Ireland
21 March to 23 April
Census enumerators will call to deliver blank census forms during these dates.

24 April is census day
This is the day that census forms are filled in, in all houses in the country.

25 April to 23 May
Census enumerators will collect filled in census forms during these dates.

24 May
If your census form has not been collected by this date, post it for free to:
Central Statistics Office
PO Box 2016
Freepost 4726
Swords
Co Dublin
K67 D2X4
A guide to filling in the census form

There are 24 pages in the census form. The questions in the form are in columns. When you finish the bottom question in one column go to the top of the next column.

### Questions about your accommodation

#### H1 What type of accommodation does your household occupy?

Mark one box only

- A whole house or bungalow that is:
  1. Detached
  2. Semi-detached
  3. Terraced (including end of terrace)

- A flat or apartment (including duplexes) that is self-contained:
  4. In a purpose-built block
  5. Part of a converted house or commercial building

- A bed-sit:
  6. Bed-sit (with some shared facilities e.g. toilet)

- A mobile or temporary structure:
  7. A caravan or other mobile or temporary structure

#### H2 When was your house, flat or apartment first built?

Mark the year in which first built even if the building was subsequently converted, extended or renovated

1. Before 1919
2. 1919 - 1945 inclusive
3. 1946 - 1960 inclusive
4. 1961 - 1970 inclusive
5. 1971 - 1980 inclusive
6. 1981 - 1990 inclusive
7. 1991 - 2000 inclusive
8. 2001 - 2010 inclusive
9. 2011 or later

#### H3 Does your household own or rent your accommodation?

Mark one box only

- Own with mortgage or loan
- Own outright
- Rent
- Live here rent free

#### H4 If your accommodation is rented, how much rent does your household pay?

Enter amount to the nearest Euro

#### H5 How many rooms do you have for use only by your household?

- Do NOT count bathrooms, toilets, kitchenettes, utility rooms, consulting rooms, offices, shops, halls or landings, or rooms that can only be used for storage such as cupboards
- Do count all other rooms such as kitchens, living rooms, bedrooms, conservatories you can sit in, and studies
- If two rooms have been converted into one, count them as one room

#### H6 What is the main type of fuel used by the central heating in your accommodation?

Mark one box only

- No central heating
- Oil
- Natural Gas
- Electricity
- Coal (including anthracite)
- Peat (including turf)
- Liquid Petroleum Gas (LPG)
- Wood (including wood pellets)
- Other

#### H7 What type of piped water supply does your accommodation have?

Mark one box only

- Connection to a Public Main
- Connection to a Group Water Scheme with a Public source of supply
- Connection to a Group Water Scheme with a private source of supply (e.g. borehole, lake, etc.)
- Connection to other private source (e.g. well, lake, rainwater tank, etc.)
- No piped water supply

#### H8 What type of sewerage facility does your accommodation have?

Mark one box only

- Public sewerage scheme
- Individual septic tank
- Individual treatment system other than a septic tank
- Other sewerage facility
- No sewerage facility

#### H9 How many cars or vans are owned or are available for use by one or more members of your household?

Include any company car or van if available for private use

Mark one box only

1. One
2. Two
3. Three
4. Four or more
5. None

#### H10 Does your household have a personal computer (PC)?

Mark Yes if you have access to the Internet in your home

1. Yes, Broadband connection
2. Yes, other connection
3. No

#### H11 Does your household have access to the Internet?

Mark Yes if you have access to the Internet in your home

1. Yes, Broadband connection
2. Yes, other connection
3. No

---

Go to next page
**Types of question in the form (there are two types of question in the form)**

### Type 1

**H1** What type of accommodation does your household occupy?  
*Mark one box only*

**A whole house or bungalow that is:**
1. Detached
2. Semi-detached
3. Terraced (including end of terrace)

**A flat or apartment (including duplexes) that is self-contained:**
4. In a purpose-built block
5. Part of a converted house or commercial building

**A bed-sit:**
6. Bed-sit (with some shared facilities e.g. toilet)

**A mobile or temporary structure:**
7. A caravan or other mobile or temporary structure

---

### Type 2

**6** What is your place of birth?  
*Give the place where your mother lived at the time of your birth*

If IRELAND (including Northern Ireland), write in the COUNTY  
Wales

If elsewhere ABROAD, write in the COUNTRY  
New Zealand

---

**To answer this question and others like it:**

Use capital letters

Every letter gets its own box.

Leave an empty box between words.

Continue to a new line if you need to.
Questions about your accommodation (these are on page 2 of the census form)

H1: What type of house, flat or apartment do you live in?

Mark only one box.

Mark the type of house

A whole house or bungalow that is:

1 Detached
2 Semi-detached
3 Terraced (including end of terrace)

A flat or apartment (including duplexes) that is self-contained:

4 In a purpose-built block
5 Part of a converted house or commercial building

A bed-sit:

6 Bed-sit (with some shared facilities e.g. toilet)

A mobile or temporary structure:

7 A caravan or other mobile or temporary structure

Mark only one box.

H2: When was your house, flat or apartment built?

Mark the type of flat or apartment

Mark if a bedsit

Mark if a caravan or mobile home

If you do not know the year it was built, you might need to ask a neighbour.

Mark only one box.

When was your house, flat or apartment first built?

Mark the year in which first built even if the building was subsequently converted, extended or renovated

1 Before 1919
2 1919 - 1945 inclusive
3 1946 - 1960 inclusive
4 1961 - 1970 inclusive
5 1971 - 1980 inclusive
6 1981 - 1990 inclusive
7 1991 - 2000 inclusive
8 2001 - 2010 inclusive
9 2011 or later
H3: Do you rent your house, own it, or pay a mortgage?

You own your own house and bought it using a mortgage or other type of loan that you are still paying off.
You own your house and have no mortgage.
You pay rent.
You do not pay rent.

You rent from a private person.
You rent from a local authority.
You rent from a voluntary body.

H4: If you pay rent, how much do you pay?

If you pay rent, write in the amount of rent in euro.

How often do you pay this?

- Every week
- Every month
- Every year

H5: How many rooms do you have?

Count kitchen, living rooms and bedrooms.
Do not count toilets, bathrooms, halls and other areas like this.

Number of rooms
H6: Do you have central heating; what type of fuel do you use?

Mark only one box.
Mark the main type of fuel you use for central heating.

**H6 What is the main type of fuel used by the central heating in your accommodation?**

Mark one box only
1. No central heating
2. Oil
3. Natural Gas
4. Electricity
5. Coal (including anthracite)
6. Peat (including turf)
7. Liquid Petroleum Gas (LPG)
8. Wood (including wood pellets)
9. Other

H7: Where does your water come from?

Mark only one box.

H7 What type of piped water supply does your accommodation have?

Mark one box only
1. Connection to a Public Main
2. Connection to a Group Water Scheme with a Public source of supply
3. Connection to a Group Water Scheme with a private source of supply (e.g. borehole, lake, etc.)
4. Connection to other private source (e.g. well, lake, rainwater tank, etc.)
5. No piped water supply

H8: Where does your toilet waste go?

Mark only one box.

H8 What type of sewerage facility does your accommodation have?

Mark one box only
1. Public sewerage scheme
2. Individual septic tank
3. Individual treatment system other than a septic tank
4. Other sewerage facility
5. No sewerage facility
H9: How many cars or vans do you have?

How many cars or vans are owned or are available for use by one or more members of your household?

Include any company car or van if available for private use

Mark one box only

1 One
2 Two
3 Three
4 Four or more
5 None

Count your company car if you use it for yourself.

H10: Do you have a computer at home?

Does your household have a personal computer (PC)?

1 Yes
2 No

H11: Do you have internet access at home?

Does your household have access to the Internet?

Mark ‘Yes’ if you have access to the Internet in your home

1 Yes, Broadband connection
2 Yes, other connection
3 No

H12 says to go to the next page (page 3) of the census form

Go to next page
In **List 1**, you must include everyone in the house on census night, Sunday 24 April. You should put yourself first, then the other adults and children in the household, then everyone else.

You should complete the form for each person in the same order as you have given in List 1. You will be Person 1, followed by each of the others in turn. There are three pages of questions for each person, so your questions are on pages 4, 5 and 6. The questions for Person 2 are on pages 7, 8, 9 and so on.

If there are more than six people, your enumerator should give you an extra (blue) form for each extra person.

Ask your enumerator for extra forms if there are more than six people staying in your house on census night.

---

### List of people (page 3 of the census form)

<table>
<thead>
<tr>
<th>LIST 1</th>
<th>Person No.</th>
<th>Persons PRESENT in the household on the night of Sunday 24 April</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>First name and surname in BLOCK CAPITALS</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

Answer questions relating to each person present in the household on Sunday 24 April beginning on Page 4 in the same order as listed here.

---

### ABSENT PERSONS

**INCLUDE in List 2**

- All persons who usually live at this address but who are temporarily absent on Sunday 24 April.
- Students away at school or college.

**DO NOT INCLUDE in List 2**

- Anyone included in List 1.

<table>
<thead>
<tr>
<th>LIST 2</th>
<th>Person No.</th>
<th>Absent persons who usually live in the household</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>First name and surname in BLOCK CAPITALS</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Answer questions beginning on Page 22 in the same order as listed here for each usual resident absent from the household on the night of Sunday 24 April.

---

In **List 2**, you must include everyone who usually lives with you but is away from home on census night. You can find the questions for these people on pages 22 and 23 of the form.
Questions about people in the house on census night

**Person 1**
You are Person 1. Please answer the questions on the next three pages (4,5,6). Questions for Person 2 in List 1 start on page 7 of the census form. Questions for Person 3 in List 1 start on page 10 of the census form, and so on.

**Question 1: What is your name?**
Write your first name and last name.

**Question 2: Are you male or female?**
Mark male or female.

**Question 3: What is your date of birth?**
Put 0 in front of the numbers 1 to 9.

- January = 01
- February = 02
- March = 03
- April = 04
- May = 05
- June = 06
- July = 07
- August = 08
- September = 09
- October = 10
- November = 11
- December = 12

Include the full year. Examples are: 1943 2001

**Question 4 asks how a person is related to other people in the house**
As you are Person 1, this question does not apply to you.

To answer this question for each of the other people in your house on census night (Persons 2, 3, 4 and so on), you should mark the box that describes how they are related to you.
Question 5: Are you married? Have you ever been married?

Only answer this section if you are 15 years of age or older.

If ‘No’ mark this box.

If ‘Yes’ mark the answer that applies.

Question 6: What county or country did your mother live in when you were born?

If in Ireland, write in the county.

If elsewhere ABROAD, write in the country.

List of counties:
- Antrim
- Armagh
- Carlow
- Cavan
- Clare
- Cork
- Derry
- Donegal
- Down
- Dublin
- Fermanagh
- Galway
- Kerry
- Kildare
- Kilkenny
- Laois
- Leitrim
- Limerick
- Longford
- Louth
- Mayo
- Meath
- Monaghan
- Offaly
- Roscommon
- Sligo
- Tipperary
- Tyrone
- Waterford
- Westmeath
- Wexford
- Wicklow
**Question 7: Where do you usually live?**

If you usually live at this address, mark this box.

If you usually live somewhere else in Ireland, mark this box and write in the full address.

If you usually live outside Ireland, mark this box and write in the country.

---

**Question 8: Where did you live one year ago?**

If you lived at the same place as you do now, mark this box.

If you lived somewhere else in Ireland a year ago, mark this box and write in the county.

If you lived outside Ireland a year ago, mark this box and write in the country.

---

**Question 9: Have you lived outside the Republic of Ireland for one year or more?**

Be sure to mark ‘Yes’ or ‘No’.

If ‘Yes’, write in the year you came to live in Ireland or returned to Ireland and write in the last country you lived in.

---
Question 10: What is your nationality?

If you are Irish, mark this box.

If you are not Irish, mark this box.

and write in your nationality. If you have Irish nationality and another nationality, please mark both box 1 and box 2.

Question 11: What cultural group do you feel you belong to?

If your cultural group is not listed, mark this box.

and write it in here.

Question 12: What is your religion?

If you have a religion and it is not listed, mark this box.

and write it here.
Question 13: How many children have you had?

This question is for women only.

If you have had children, write in the number you have had.

If you have never had children, mark the ‘None’ box.

Question 14: Can you speak Irish?

Be sure to mark ‘Yes’ or ‘No’.

Every day in school  
Every day outside school  
Every week  
Not very often  
Never  

If you answered ‘Yes’, write in the name of this language.

How well do you speak English?

Very well  
Well  
Not well  
Not at all

Question 15: Do you speak a language other than English or Irish at home?

Be sure to mark ‘Yes’ or ‘No’.

If you answered ‘Yes’, write in the name of this language.

How well do you speak English?

Very well  
Well  
Not well  
Not at all
**Question 16: Do you have a disability or long-term illness?**

<table>
<thead>
<tr>
<th>16</th>
<th>Do you have any of the following long-lasting conditions or difficulties?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Blindness or a serious vision impairment</td>
</tr>
<tr>
<td>(b)</td>
<td>Deafness or a serious hearing impairment</td>
</tr>
<tr>
<td>(c)</td>
<td>A difficulty with basic physical activities such as walking, climbing stairs, reaching, lifting or carrying</td>
</tr>
<tr>
<td>(d)</td>
<td>An intellectual disability</td>
</tr>
<tr>
<td>(e)</td>
<td>A difficulty with learning, remembering or concentrating</td>
</tr>
<tr>
<td>(f)</td>
<td>A psychological or emotional condition</td>
</tr>
<tr>
<td>(g)</td>
<td>A difficulty with pain, breathing, or any other chronic illness or condition</td>
</tr>
</tbody>
</table>

Mark ‘Yes’ or ‘No’ to each part of this question. If you mark ‘Yes’ to any part in question 16, go to question 17. If you mark ‘No’ to every part in question 16, go to question 18.

**Question 17: Does your disability or illness cause you problems doing some activities?**

<table>
<thead>
<tr>
<th>17</th>
<th>If ‘Yes’ to any of the categories specified in Question 16, do you have any difficulty in doing any of the following?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Dressing, bathing or getting around inside the home</td>
</tr>
<tr>
<td>(b)</td>
<td>Going outside the home alone to shop or visit a doctor’s surgery</td>
</tr>
<tr>
<td>(c)</td>
<td>Working at a job or business or attending school or college</td>
</tr>
<tr>
<td>(d)</td>
<td>Participating in other activities, for example leisure or using transport</td>
</tr>
</tbody>
</table>

Mark ‘Yes’ or ‘No’ to each part of this question. You find it hard to dress, have a bath or move inside your home. You find it hard to leave your home alone to go to the shop or doctor. You find it hard to work or attend school. You find it hard to do other things like using buses or doing things for fun.
**Question 18:** How is your health in general?

Mark one box only

1. Very good
2. Good
3. Fair
4. Bad
5. Very bad

**Question 19:** If you go to work, school or college, how do you get there?

If you work mainly from home, please mark that box.

Mark only one box.

If you travel by more than one way, mark the box for the longest part of the journey.

**Question 20:** If you go to work, school or college, what time do you leave home to do so?

Mark only one box.

<table>
<thead>
<tr>
<th>Time</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not at work</td>
<td>1</td>
</tr>
<tr>
<td>School or college</td>
<td>2</td>
</tr>
<tr>
<td>Before 06.30</td>
<td>3</td>
</tr>
<tr>
<td>06.30 - 07.00</td>
<td>4</td>
</tr>
<tr>
<td>07.01 - 07.30</td>
<td>5</td>
</tr>
<tr>
<td>07.31 - 08.00</td>
<td>6</td>
</tr>
<tr>
<td>08.01 - 08.30</td>
<td>7</td>
</tr>
<tr>
<td>08.31 - 09.00</td>
<td>8</td>
</tr>
<tr>
<td>09.01 - 09.30</td>
<td>9</td>
</tr>
<tr>
<td>After 09.30</td>
<td>10</td>
</tr>
</tbody>
</table>
Question 21: If you go to work, school or college, how long does it take you to get there?

**Hours to minutes**

\[
\begin{align*}
\frac{1}{2} & = 30 \\
1 & = 60 \\
1\frac{1}{2} & = 90 \\
2 & = 120
\end{align*}
\]

Please answer in minutes.

Question 22: Do you take care of a friend or family member who is ill or has a disability without being paid for it?

Answer ‘Yes’ to this question even if you get the Carer’s Allowance or Carer’s Benefit.

Mark only one box.

**Do you provide regular unpaid personal help for a friend or family member with a long-term illness, health problem or disability?**

*Include problems which are due to old age*

*Personal help includes help with basic tasks such as feeding or dressing*

1. Yes
2. No

**If ‘Yes’, for how many hours per week?**

**Write in hours**

If ‘Yes’ write the number of hours a week

Question 23: If you are aged 15 or over, continue to the next question.

If you are aged under 15, go to Question 34.

Question 24: Are you finished your full-time education?

Be sure to mark ‘Yes’ or ‘No’.

If ‘Yes’, how old were you when you finished school or college?
### Question 25: What is the highest level you have done in school or college so far?

<table>
<thead>
<tr>
<th>Mark</th>
<th>Education/Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No formal education/training</td>
</tr>
<tr>
<td>2</td>
<td>Primary education</td>
</tr>
<tr>
<td></td>
<td>NFQ Levels 1 or 2</td>
</tr>
<tr>
<td></td>
<td>FETAC Level 1 or 2 Cert. or equivalent</td>
</tr>
<tr>
<td>3</td>
<td>Lower Secondary</td>
</tr>
<tr>
<td></td>
<td>NFQ Level 3</td>
</tr>
<tr>
<td></td>
<td>Junior/Inter/Group Cert., FETAC Level 3 Cert.,</td>
</tr>
<tr>
<td></td>
<td>FAS Introductory Skills, NCVA Foundation Cert. or equivalent</td>
</tr>
<tr>
<td>4</td>
<td>Upper Secondary</td>
</tr>
<tr>
<td></td>
<td>NFQ Levels 4 or 5</td>
</tr>
<tr>
<td></td>
<td>Leaving Cert. (Including Applied and Vocational programmes) or equivalent</td>
</tr>
<tr>
<td>5</td>
<td>Technical or Vocational</td>
</tr>
<tr>
<td></td>
<td>NFQ Levels 4 or 5</td>
</tr>
<tr>
<td></td>
<td>FETAC Level 4/5 Cert., NCVA Level 1/2, FAS Specific Skills, Teagasc Cert. in Agriculture, CERT Craft Cert. or equivalent</td>
</tr>
<tr>
<td>6</td>
<td>Advanced Certificate/Completed Apprenticeship</td>
</tr>
<tr>
<td></td>
<td>NFQ Level 6</td>
</tr>
<tr>
<td></td>
<td>FETAC Advanced Cert., NCVA Level 3, FAS National Craft Cert., Teagasc Farming Cert., CERT Professional Cookery Cert. or equivalent</td>
</tr>
<tr>
<td>7</td>
<td>Higher Certificate</td>
</tr>
<tr>
<td></td>
<td>NFQ Level 6</td>
</tr>
<tr>
<td></td>
<td>NCEA/HETAC National Cert. or equivalent</td>
</tr>
<tr>
<td>8</td>
<td>Ordinary Bachelor Degree or National Diploma</td>
</tr>
<tr>
<td></td>
<td>NFQ Level 7</td>
</tr>
<tr>
<td>9</td>
<td>Honours Bachelor Degree/Professional qualification or both</td>
</tr>
<tr>
<td></td>
<td>NFQ Level 8</td>
</tr>
<tr>
<td>10</td>
<td>Postgraduate Diploma or Degree</td>
</tr>
<tr>
<td></td>
<td>NFQ Level 9</td>
</tr>
<tr>
<td></td>
<td>Postgraduate Diploma, Masters Degree or equivalent</td>
</tr>
<tr>
<td>11</td>
<td>Doctorate (Ph.D) or higher</td>
</tr>
<tr>
<td></td>
<td>NFQ Level 10</td>
</tr>
</tbody>
</table>

### Question 26: What is the main field of study of the highest qualification you have completed to date?

If you completed a qualification after you left secondary school, write in what you studied.

- (e.g. ACCOUNTANCY, BEAUTY THERAPY, FARMING, PLUMBING)
Question 27: Are you working, unemployed, at school or retired?

How would you describe your present principal status?

1. Working for payment or profit
2. Looking for first regular job
3. Unemployed
4. Student or pupil
5. Looking after home/family
6. Retired from employment
7. Unable to work due to permanent sickness or disability
8. Other, write in

Mark only one box.

Question 28: If your answer to Question 27 was 1, 3 or 6, go to Question 29

If your answer to Question 27 was 4, go to Question 34.

If your answer to Question 27 was 2, 5, 7 or 8, go to Question 35.

If you are working, unemployed or retired
If you are a student
Otherwise

Go to Q29
Go to Q34
Go to Q35

Question 29: Are you employed by someone or do you work for yourself?

Do (did) you work as an employee or are (were) you self-employed in your main job?

Your main job is the job in which you usually work(ed) the most hours

1. Employee
2. Self-employed, with paid employees
3. Self-employed, without paid employees
4. Assisting relative (not receiving a fixed wage or salary)

Mark only one box.

If you are unemployed or retired, answer this question based on the work that you did last.

You work for someone else
You work for yourself
You work in your family business for no pay
Question 30: What kind of work do you do?

If you are unemployed or retired, answer this question based on the work that you did last.

Write in the kind of work you do or did

Write one number in each box.

If you are unemployed, answer this question based on the work that you did last.

Question 31 says if you are retired, go to Question 35.

Question 32: What is the main business of your employer?

If you are self-employed, what is your main business?

If you work on a farm, write in the size of farm in hectares.

If you are unemployed, answer this question based on the work that you did last.

If you are self-employed, answer in respect of your own business. Describe the main product or service provided by your employer.

For example, MAKING COMPUTERS, REPAIRING CARS, SECONDARY EDUCATION, FOOD WHOLESALE, MAKING PHARMACEUTICALS, CONTRACT CLEANING, SOFTWARE DEVELOPMENT AND SUPPORT
**Question 33** says that if you are unemployed, go to Question 35.

| 33  | If you are unemployed   | Go to Q35 |

**Question 34**: What is the address of the place where you work or go to college?

Write in the name of the company you work for or your college.

Write in the address where you work or go to college.

<table>
<thead>
<tr>
<th>34</th>
<th>What is the FULL NAME and ADDRESS of your place of work, school or college?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full name</td>
</tr>
<tr>
<td></td>
<td>Address</td>
</tr>
</tbody>
</table>

1. Work mainly at or from home.
2. No fixed place of work.

If you work at or from home, mark this box.
If you work in different places, mark this box.

**Question 35** says to answer the questions starting on the next page of the census form for the next person listed on List 1 on page 3 (Person 2).

If there were no other people staying in your home on census night, go to page 22 of the census form.

<table>
<thead>
<tr>
<th>35</th>
<th>Answer questions for Person 2 starting on the next page.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If there is only one person present in the household on the night of 24 April</td>
</tr>
</tbody>
</table>
Questions about absent people on census night

**Questions about absent people are on pages 22 and 23 of the census form.**

List 2 on page 3 of the census form lists anyone who usually lives with you, but is away from home on census night, Sunday 24 April.

If nobody is listed on List 2, go to page 23 of the census form and sign your name. You are then finished filling in your census form. Keep it safe until your census enumerator calls to collect it.

If there are people listed on List 2, please answer questions A1 to A8 for each person.

**Question A1: What is the absent person’s name?**
Write in the first name and last name of the absent person.

**Question A2: Is the absent person male or female?**
Mark male or female.

**Question A3: What is the absent person’s date of birth?**
Put 0 in front of the numbers 1 to 9.

Common abbreviations:

<table>
<thead>
<tr>
<th>Month</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>01</td>
</tr>
<tr>
<td>February</td>
<td>02</td>
</tr>
<tr>
<td>March</td>
<td>03</td>
</tr>
<tr>
<td>April</td>
<td>04</td>
</tr>
<tr>
<td>May</td>
<td>05</td>
</tr>
<tr>
<td>June</td>
<td>06</td>
</tr>
<tr>
<td>July</td>
<td>07</td>
</tr>
<tr>
<td>August</td>
<td>08</td>
</tr>
<tr>
<td>September</td>
<td>09</td>
</tr>
<tr>
<td>October</td>
<td>10</td>
</tr>
<tr>
<td>November</td>
<td>11</td>
</tr>
<tr>
<td>December</td>
<td>12</td>
</tr>
</tbody>
</table>

Include the full year.
Examples are: 1943 2001
Question A4: How is the absent person related to person 1 on page 4?

Answer if the absent person is 15 years old or older.

If the relationship is not listed, tick this box and write it in here.

- 1 Husband or wife
- 2 Partner (including same-sex partner)
- 3 Son or daughter
- Other related, write in the RELATIONSHIP
- 12 Unrelated (including foster child)

Question A5: Is the absent person married?

Answer if the absent person is 15 years old or older.

If ‘No’, mark this box.

If ‘Yes’, mark the box that applies.

- 1 Single (never married or never in a same-sex civil partnership)
- 2 Married (including re-married)
- 4 In a registered same-sex civil partnership
- 5 Separated
- 6 Divorced
- 7 Widowed

Question A6: How long is the absent person away for?

Answer if the absent person is 15 years old or older.

If ‘No’, mark this box.

If ‘Yes’, mark the box that applies.

- 1 Less than 12 months
- 2 12 months or more

Question A7: Was the absent person in the country on census night 24 April?

Answer if the absent person is 15 years old or older.

If ‘No’, mark this box.

If ‘Yes’, mark the box that applies.

- 1 Yes
- 2 No

Question A8: Is the absent person a student who is away at school or college?

Answer if the absent person is 15 years old or older.

If ‘No’, mark this box.

If ‘Yes’, mark the box that applies.

- 1 Yes
- 2 No

Sign your name on page 23 of the census form. You are now finished filling in your census form. Keep it safe until your census enumerator calls to collect it.
<table>
<thead>
<tr>
<th><strong>Glossary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Absent</strong></td>
</tr>
<tr>
<td><strong>Accommodation</strong></td>
</tr>
</tbody>
</table>
| **Analytical reports** | Information on all of the population that is divided up for planning different services. The type of information that is useful for this includes information:  
  - about different regions and areas, or  
  - about different age groups |
<p>| <strong>Annulment</strong> | Formal cancellation of a marriage |
| <strong>Apprenticeship</strong> | Learning a trade |
| <strong>Broadband</strong> | High-speed connection to the internet |
| <strong>Ceased</strong> | Ended or finished |
| <strong>Confidentiality</strong> | Privacy. The information you give about you on your census form is private and will never be given to any other organisation |
| <strong>Comprehensive picture</strong> | A full picture |
| <strong>Declaration</strong> | A statement that you have completed the form and included all of the people and information |
| <strong>Detached house</strong> | A house that is not connected to any other house and is standing on its own |
| <strong>Duplex</strong> | Type of apartment, usually two-storey, that has its own entrance |
| <strong>Emotional condition</strong> | A condition that affects how you feel |
| <strong>Enumerated</strong> | Counted during a census |
| <strong>Enumerator</strong> | The person who gives you and collects the census form |</p>
<table>
<thead>
<tr>
<th>Glossary</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Explanatory notes</strong></td>
<td>Notes that give more information on how to complete some of the questions on the census form</td>
</tr>
<tr>
<td><strong>FÁS</strong></td>
<td>Foras Áiseanna Saothair - the National Training and Employment Authority</td>
</tr>
<tr>
<td><strong>FETAC</strong></td>
<td>Further Education and Training Awards Council</td>
</tr>
<tr>
<td><strong>Household</strong></td>
<td>A person who lives alone or a group of people who live at the same address and share one meal a day or share a living or sitting room</td>
</tr>
<tr>
<td><strong>Household form</strong></td>
<td>The main census form that we will deliver to every home in Ireland and ask you to complete</td>
</tr>
<tr>
<td><strong>Individual form</strong></td>
<td>When there are more than six people in the household on census night, you must fill in an individual blue form for each person</td>
</tr>
<tr>
<td><strong>Intellectual disability</strong></td>
<td>A difficulty, for example, with communicating, mixing with others or taking care of everyday needs</td>
</tr>
<tr>
<td><strong>Local authority</strong></td>
<td>For example, a town, urban district or county council</td>
</tr>
<tr>
<td><strong>Long-lasting condition</strong></td>
<td>A condition that lasts for six months or more or that comes and goes regularly</td>
</tr>
<tr>
<td><strong>Marital status</strong></td>
<td>Whether you are, for example, married, single, divorced, separated, widowed</td>
</tr>
<tr>
<td><strong>Nationality</strong></td>
<td>Usually, the country where you were born and from which you have a passport</td>
</tr>
<tr>
<td><strong>NFQ</strong></td>
<td>National Framework of Qualifications</td>
</tr>
<tr>
<td><strong>Occupation</strong></td>
<td>The work you do</td>
</tr>
<tr>
<td><strong>Owner-occupied house</strong></td>
<td>A house you bought and live in</td>
</tr>
<tr>
<td>Glossary</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Persons</strong></td>
<td>Individual people</td>
</tr>
<tr>
<td><strong>Present principal status</strong></td>
<td>What you do from day to day, for example employee, unemployed, student, carer for family, retired</td>
</tr>
<tr>
<td><strong>Post-graduate diploma</strong></td>
<td>A diploma you study for after being awarded a degree</td>
</tr>
<tr>
<td><strong>Professional qualification</strong></td>
<td>A qualification you get when you finish studying to gain special skills to work in certain areas, for example, as an accountant, lawyer or doctor</td>
</tr>
<tr>
<td><strong>Public main</strong></td>
<td>Pipe from the main system that supplies a community</td>
</tr>
<tr>
<td><strong>Purpose-built block</strong></td>
<td>Apartments that were built as a block of apartments rather than converted from a large house</td>
</tr>
<tr>
<td><strong>Qualification</strong></td>
<td>The ability to carry out work based on a skill that you have learnt or a course that you have completed</td>
</tr>
<tr>
<td><strong>Relationship</strong></td>
<td>How you are related to another person in your household, for example husband, wife, partner, son, daughter, step-child, brother, sister, mother, father, grandparent, step-mother, step-father, son-in-law, daughter-in-law, grandchild</td>
</tr>
<tr>
<td><strong>Residents</strong></td>
<td>People who live in a house, apartment, caravan or mobile home</td>
</tr>
<tr>
<td><strong>Semi-detached house</strong></td>
<td>A house that is joined to another on one side only</td>
</tr>
<tr>
<td><strong>Statistical purposes</strong></td>
<td>Counting and recording different responses to each question</td>
</tr>
<tr>
<td><strong>Terraced house</strong></td>
<td>One of a row of houses joined together</td>
</tr>
<tr>
<td><strong>Usual residence</strong></td>
<td>Where you normally live</td>
</tr>
<tr>
<td><strong>Vocational</strong></td>
<td>Training in a special skill for a job</td>
</tr>
<tr>
<td><strong>Voluntary work</strong></td>
<td>Work that is not paid</td>
</tr>
</tbody>
</table>
Notes
If you want help filling in the Census 2016 form, contact your census enumerator. Your census enumerator is the person who gave you the census form and will call back to collect it.

National Adult Literacy Agency
Sandford Lodge
Sandford Close
Ranelagh
Dublin 6
D06 4F65

Telephone: (01) 412 7900
Fax: (01) 497 6038
Email: info@nala.ie
NALA Website: www.nala.ie

Literacy learning website:
www.writeon.ie

Freephone support line: 1800 20 20 65