

Reg. Code District Code Sub-Metro Code EZ Code Est. Code

Reference Number — — — —

Indicate Sub-Sector of Principal Activity (WRITE APPROPRIATE CODE IN THE BOX)

D7: Sub-Sectors in Industry 1. Manufacturing 2. Mining & Quarrying 3. Electricity & Gas 4. Water Supply, Sewerage, Waste Management 5. Construction	D8: Sub-Sectors in Services 6. Wholesale & Retail Trade 7. Transportation & Storage 8. Accommodation & Food 9. Information & Communication 10. Financial & Insurance 11. Real Estate 12. Professional, Scientific & Technical 13. Administrative & Support Service Activities	D9: Sub-Sectors in Agriculture 14. Public Administration & Defence 15. Education 16. Human Health & Social Work 17. Arts, Entertainment & Recreation 18. Other Services 19. Household Employers 20. Extraterritorial Organizations 21. Crops 22. Livestock & Poultry 23. Forestry & Logging 24. Fishing & Aquaculture
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EMPLOYMENT DATA

REPORT EMPLOYMENT ONLY FOR YOUR ESTABLISHMENT (LOCATION). IF IN A HEAD OFFICE, REPORT EMPLOYMENT ONLY FOR THE HEAD OFFICE.

NUMBER OF PERSONS ENGAGED INCLUDES WORKING PROPRIETORS, UNPAID FAMILY WORKERS, PERMANENT, CASUAL AND TEMPORARY STAFF AND PART-TIME WORKERS. EXCLUDE WORKERS PAID BY EXTERNAL CONTRACTORS EVEN THOUGH THEIR WORK TAKE PLACE IN YOUR ESTABLISHMENT. FOR EXAMPLE, EMPLOYEES OF A CONTRACTED SECURITY AGENCY.

SECTION E: PERSONS ENGAGED

E1: How many persons were engaged in the activities of the Establishment as at 31st August, 2014

	TOTAL	PERMANENT	TEMPORARY
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

CLASSIFY THE NUMBER OF PERSONS ENGAGED AS FOLLOWS:

	PERMANENT		TEMPORARY	
	MALE	FEMALE	MALE	FEMALE
E2: Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E3: Ghanaian	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E4: Non-Ghanaian	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SECTION F: SKILL LEVELS OF PERSONS ENGAGED

STATE FOR EACH SKILL LEVEL, THE NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THE ESTABLISHMENT DURING THE LAST PAY PERIOD NEAREST TO 31ST AUGUST, 2014

WORKERS DIRECTLY INVOLVED IN PRODUCTION OF GOODS AND SERVICES

F1: Skilled Workers

F2: Unskilled Workers

F3: Apprentices (Learners)

WORKERS NOT DIRECTLY INVOLVED IN PRODUCTION OF GOODS AND SERVICES

F4: Managerial, Professional and Administrative

F5: Other Workers

SECTION G: NUMBER OF PERSONS ENGAGED OVER THE LAST 12 MONTHS (EXCLUDE APPRENTICES)

	TOTAL	SKILLED	UNSKILLED
G1: Number of persons engaged as at 30th November, 2013	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
G2: Number of persons engaged as at 28th February, 2014	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
G3: Number of persons engaged as at 31st May, 2014	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
G4: Number of persons engaged as at 31st August, 2014	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SECTION H: ESTABLISHMENT RECORDS

H1: In what year did the establishment commence?

H2: What type of accounting records are kept? (WRITE CODE)
 1. Formal 2. Informal 3. No Accounts
 (IF OPTION 3, SKIP TO H5)

H3: Where are the accounting records kept / managed? (WRITE CODE)
 1. This Establishment 2. Head Office 3. Another Establishment

H4: When does the establishment's accounting year end?
 /
 Day Month

H5: Number of months of operation during the last 12 months

H6: Is this establishment operating for Profit or Not for Profit (WRITE CODE)
 1. Profit
 2. Not for Profit

SECTION I: CONTACT PERSON'S DETAILS

I1: Name

I2: Designation

I3: Contact Number

I4: Email

SECTION J: IDENTIFICATION OF FIELD PERSONNEL

J1: Name of Enumerator Signature

J2: Enumerator ID J3: Interview Date / /
 Day Month Year

J4: Enumerator's Contact Number

J5: Name of Supervisor Signature

J6: Supervisor ID J7: Date Checked / /
 Day Month Year

J8: Supervisor's Contact Number