

ESS Round 11 – self-completion contact form for countries using fieldworker-assisted approach

Address ID	
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Selection Label										
Dwelling row (number of dwellings)										
2	3	4	5	6	7	8	9	10	11	12
Select row (selected dwelling)										
2	1	3	2	4	7	6	5	8	4	1

Sample unit label: address

Respondent's name (if known)	
Respondent's telephone number (if known)	

Visit number	Fieldworker ID
Visit 1	
Visit 2	
Visit 3	
Visit 4	
Visit 5	
Visit 6	
Visit 7	
Visit 8	
Visit 9	
Visit 10	

Record of all contact attempts (fill out one row per contact attempt)

	Date dd/mm	Day of the week: 1 = Monday, 7 = Sunday	Time 24 hr clock	Mode 1 = personal visit 2 = telephone 3 = personal visit but only intercom 4 = info through survey organisation 6 = other	Is address valid? 1 = yes 2 = no (If = no, GO TO C9)	Whether contact made 1 = yes 2 = no	Was the survey refused? 1 = yes 2 = no	Letter left at visit 1 = invitation letter 2 = 1 st reminder 3 = 2 nd reminder 4 = 3 rd reminder 5 = none	Whether questionnaire left at visit 1 = yes 2 = no	Whether completed questionnaire collected at visit 1 = yes 2 = no
1	/		:							
2	/		:							
3	/		:							
4	/		:							
5	/		:							
6	/		:							
7	/		:							
8	/		:							
9	/		:							
10	/		:							

Dwelling unit selection

A1. How many occupied dwellings are there at the address? Include occupied dwellings only. If unsure, treat as occupied.

(A dwelling unit is a self-contained place to live that refers to having all necessary facilities (cooking, washing, toilet, sleeping) behind a locked entrance door (i.e., not shared with occupants from other dwelling units).

ENTER NUMBER	
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If one dwelling: this is the selected dwelling

If between 2 and 12 dwellings: Go to A2

If more than 12 dwellings: Go to A3

A2. List all dwellings at the address below. This must be done systematically.

- If numbered, list in flat or room number order.
- Otherwise, start from top to bottom of the building, left to right, or front to back.

Look at selected label on page 1:

DWELLING ROW: Find number of dwellings at the address.

SELECT ROW: Number beneath the total number of dwellings is selected dwelling number. Tick on grid below.

Number of dwelling	Description of dwelling	Tick is selected dwelling
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

A3. NUMBER OF SELECTED DWELLING.

If 2-12 dwellings, enter number based on grid above.

If more than 12 dwellings, check the dwelling look up table to confirm selected dwelling.

ENTER NUMBER OF SELECTED DWELLING	
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Once selected: write details of the selected dwelling on the address label on page 1 and attempt contact at this dwelling.

Invalid addresses

QUESTION TO ANSWER ONLY FOR THOSE ADDRESSES CODED AS INVALID

C9. Why do you consider the address invalid?

Reason	Tick reason for address being invalid
1. The home/address is derelict or demolished	
2. The home is not yet built or not ready for occupation	
3. The address is not occupied (empty, second home, seasonal home)	
4. The address is not residential; only purpose is business, industrial	
5. The address is not residential; institution (retirement home, hospital, military unit, monastery)	
6. The address is not traceable. The information I was given is not sufficient.	
7. Other (please specify below).	