



Monthly Vacancy Survey

Please do not discard this important document - your response is legally required

00001 65120
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Please write any changes to your name and address in the box below, using black ink

To be completed for: THE BUSINESS OR ORGANISATION NAMED ABOVE

Please complete and return by 10 July 2015

Dear Sir or Madam,

Please find overleaf the July 2015 questionnaire for the Monthly Vacancy Survey. Your data should cover the period 3 July 2015. If actual figures are not available, please provide informed estimates. Please return your data via our freephone Telephone Data Entry (TDE) service using the Respondent Identification Number in the box below. The Telephone Return Instructions can be found overleaf.

The information supplied is used to produce a comprehensive and reliable measure of job vacancies across the economy. Results are published in the monthly Labour Market Statistical Bulletin and used by the Treasury and the Bank of England as a valuable indicator of labour demand.

We guarantee that while your employment is less than 10, you will receive no more than 15 monthly questionnaires for this one ONS business survey. You must complete and return all questionnaires on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 10 July 2015, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

Thank you for your co-operation,
Office for National Statistics

TDE return details

Freephone: 0800 0858163

Respondent Identification Number: 394 014 352

This identification number is unique to this period only

Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815 044

For any other queries, please contact the **Survey Team** 0300 1234 920
or go to www.ons.gov.uk/surveys

When contacting the office you may be asked for the following information

Survey code: 181

Reference number: 4990 0000 000

Period: 201507

- Telephone calls may be recorded for training and quality purposes

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Questionnaire and Telephone Return Instructions

1. **Data should relate to vacancies in England, Scotland and Wales actively sought for the following business or organisation:**

OFFICE FOR NATIONAL STATISTICS

2. **You must return your data using our Telephone Data Entry (TDE) service.**



Freephone 0800 0858163

Your Respondent Identification Number: 394 014 352

You will be asked to enter your data using your telephone keypad.

Please retain a copy of your data for future reference.

3. **On 3 July 2015**
what was the number of job vacancies for which you were actively seeking recruits from outside your business or organisation?

Even if you have no vacancies, please still complete a return.

If an exact figure is not available, please provide a careful estimate.

Include:

- Posts to be filled by casual staff including those employed for temporary cover e.g. maternity leave, sickness
- Vacancies that will be filled by staff from an employment agency
- Vacancies for temporary positions
- Vacancies with a long recruitment process e.g. graduate recruitment

Exclude:

- Vacancies that are only open to internal applicants
- Vacancies for unpaid or voluntary positions
- Vacancies that will be filled by staff employed by an external company which is not an employment agency e.g. subcontractors, consultants, self-employed
- Vacancies for which the job offer has already been accepted
- Vacancies for positions outside England, Scotland and Wales.

4. **For future queries about this call, please quote your reference number 4990 0000 000**

NPQ

