



## How to Implement the Classification of Occupations

### Instructions

Begin by reviewing the Occupations Category Code List and Occupation Descriptions from the Zonta website at <http://membership.zonta.org/Tools/Membership-Tools>.

Continue by downloading Member Report Form B (MRF) from the Zonta website at <http://membership.zonta.org/Forms>.

From the Occupations Category Code List, locate the 4-digit classification code and insert it into the Classification Code column on Member Report Form B. Then, find the Occupation Description and include it in the Occupation Description column. Do this for every member of your club.

If the occupation of the member is not included in the Occupation Description list, please select an occupational description in the list that closely describes the occupation of the member. If this is not possible, please write the specific occupation (e.g. retail jeweler, primary teacher (retired), music teacher (volunteer) etc.).

Volunteers should be coded to the activity/job which they perform. Volunteer IS NOT an occupation – it is an employment status. Please add the word VOLUNTEER after the occupation name. For example, a volunteer music teacher is coded to ‘music teacher’ (volunteer).

The classification system is based on the ISCO-08 listing which was revised in 2012.

All inquiries about codes can be directed to [memberrecords@zonta.org](mailto:memberrecords@zonta.org). When complete, all clubs are requested to send their forms by email to [memberrecords@zonta.org](mailto:memberrecords@zonta.org) or by fax to +1-630-928-1559.

You may also send the form to the Zonta Headquarters office at:

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