## Finding work

I will read the tips and help on how to find jobs, apply for jobs, create a CV and more, at direct.gov.uk/jobsearchtipsI will seek and act on feedback from employers
## Where I will work

I will look for work that I can travel to within $\qquad$ minutes each way from home.

## Other steps

To improve my chances of finding a job I:
$\square$ will open a bank account by
will create my CV by
$\square$
will update my CV by

consent to Jobcentre Plus retaining my CV and sending it to prospective employers by the most appropriate method

## About this agreement

This agreement sets out my availability for work and the things I will do each week to actively seek work.
I understand looking for work often and in the right way improves my chances of finding work quickly. I know it will be reviewed regularly and that I or an adviser can ask to change this agreement at any time.

## My responsibilities

I know I must do everything I can to:

- find work
- improve my chances of finding work and
- overcome things that might be making it harder for me to look for and get a job.


## I know I must:

- actively seek work by doing at least $\qquad$ things a week
- show I have been actively seeking work every week, everytime I attend the Jobcentre
- be available for work for the hours I have set out in this agreement
- apply for all jobs that Jobcentre Plus tells me to apply for.

I know I may lose my Jobseeker's
Allowance if I:

- do not actively seek work each week
- am unable to show I have been actively seeking work each week
- am not available for work for the
hours stated in this agreement
- refuse, or fail to apply for, or do not accept a job that I am capable of doing, including one that I have been told about by Jobcentre Plus
- do anything that reduces my chances of getting work
- do not attend the Jobcentre when asked to do so.
I understand Jobcentre Plus may seek feedback from employers about any jobs they have told me to apply for.


## My rights

I know if there is any doubt about my benefit claim or disagreement about my Jobseeker's Agreement, my case may be sent to a decision maker, which could result in the loss of my Jobseeker's Allowance. If this happens I will be told. If I am not satisfied with the decision I can ask for it to be explained or reconsidered or I can appeal to an independent appeals tribunal.

## Change of circumstances

I will tell Jobcentre Plus immediately
if my circumstances change in any way which could affect my
Jobseeker's Allowance.
I understand that if I give false information or do not tell Jobcentre Plus of something I should, I could be liable to repay any overpayment of benefit and I could be taken to court.

| I am willing and |  |
| :--- | :--- | :--- |
| able to start work | $\square$ immediately $\quad \square$ within 48 hours $\quad \square$ other |
|  | $\square$ within 24 hours $\square$ after giving a weeks notice |


| I want to limit the days and hours I am available for work | No $\square$ <br> Yes $\square$ <br> Earliest start time | Latest finish time | Most hours I can work |
| :---: | :---: | :---: | :---: |
| I am available for work these days and these hours | Monday ............. |  |  |
|  | Tuesday ............ |  |  |
|  | Wednesday ....... |  |  |
|  | Thursday ........... |  |  |
|  | Friday ................ |  |  |
|  | Saturday ........... |  |  |
|  | Sunday .............. |  |  |
|  | Most hours I can work each | .................. |  |

Other agreed restrictions on my availability or types of work

What I will do to identify and apply for jobs

## Other activities I will do to improve my chances of finding a job


jobseekers.direct.gov.uk $\square$ times a week at least.
$\square$ Ask family, friends and people I have worked with before.
 I will look



