

Application for National Insurance credits

Do not fill in this form if you are getting Jobseeker's Allowance.

Use this form to apply for

- National Insurance credits
- National Insurance credits for a period in the past.

Please read the notes before you fill in this form.

To make sure you get the benefit you are entitled to, it is important that the information that you provide is correct and complete. You will be asked to sign this form to declare the answers you have given are correct.

Do not be put off because the form looks long. It will not take you as long as you think to fill in. You will not usually have to answer all the questions.

If you need any help to fill in this form, get in touch with Jobcentre Plus. This form is available in Welsh.

When to apply

To get National Insurance credits you must have been

- available for work
- willing to work
- capable of work, and
- actively seeking work

during the period you want to apply for.

This form is for you to tell us what you have been doing in each period you want to apply for.

If you are applying for a period in the past, you must show that you had a good reason for not applying earlier.

How the Department for Work and Pensions collects and uses information

When we collect information about you we may use it for any of our purposes. These include dealing with:

- social security benefits and allowances
- child support
- employment and training
- financial planning for retirement
- occupational and personal pension schemes.

We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to.

To find out more about how we use information, visit our website at www.dwp.gov.uk/privacy-policy or contact any of our offices.

Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. Details of the standard of service you can expect from us can be found at www.dwp.gov.uk/about-dwp

You can access the website from many libraries.

For more information please contact Jobcentre Plus.

jobcentreplus

Department for
Work and Pensions

For our use: Office code

Office name

Issue date / /

JSANC1 04/14

Part 1: About you

Surname

Other names

Any other surnames you have been known by

Title

Mr Mrs Miss Ms Other title

Date of birth

National Insurance (NI) number

You can get this from payslips or from tax papers.
Or get in touch with Jobcentre Plus.

Letters Numbers Letter

Address

Home phone number

Mobile phone number

Daytime phone number, if different

Part 2: The period you want to apply for

When do you want to apply for National Insurance credits from?

Do you want to apply for National Insurance credits for other periods?

No

Yes What dates do you want to apply from?

From to

From to

From to

Part 2: The period you want to apply for continued

Have you claimed Jobseeker's Allowance in the last 3 years?

Tick **Yes** even if your claim was turned down.

No

Yes When did you last claim?

 /

When did we last pay you?

 /

Which office dealt with your claim?

Have you applied for National Insurance credits in the last 3 years?

Tick **Yes** even if your application was turned down.

No Please go to **Part 3 About work you do now.**

Yes When did you last apply?

 /

Which office dealt with your application?

Part 3: About work or volunteering you do now

Are you working at the moment?

Tick **Yes** even if you are temporarily absent from work.

For example, you could be on jury service.

No Please go to **Part 4 About work in the last 6 months.**

Yes Please go to the next question.

Are you volunteering?

No

Yes Please ask us for form about volunteering when claiming benefits or National Insurance credits.

Part 4: About work in the last 6 months

Have you stopped working in the last 6 months?

No Please go to **Part 5 About other work.**

Yes Please tell us about this below.

When did you work?

From / to /

Part 4: About work in the last 6 months continued

Why did you stop working?

Last employer's name

Last employer's address

Last employer's phone number,
including the area code

What was your clock or payroll number?

What site or department did you work in?

What was your job title?

Have you had any other jobs in the
last 6 months?

No

Yes Please tell us about them in **Part 11 Other information**.

Were you self-employed or a company director?

No

Yes

Part 5: About other work

Have you worked in any of the periods you are applying for National Insurance credits for?

When did you work?

Why did you stop working?
If you need more space, please use Part 11 Other information.

Employer's name

Employer's address

Employer's phone number, including the area code

What was your clock or payroll number?

What site or department did you work in?

How many days a week did you usually work?

What was your job title?

Were you self-employed or a company director?

Have you had any other jobs in the last 6 months?

No Please go to **Part 6 About payments from work.**

Yes Please tell us about this below.

From / / to / /

No

Yes

No

Yes Please tell us about them in **Part 11 Other information.**

Part 6: About payments from work

We need to know about any payments you have received in the last 6 months or expect to receive because a job has ended.

We mean payments to do with work but **not** for work done. This could be

- any payment by way of retainer
- a pension refund.

Have you received or do you expect to receive any payment like this because a job ended?

No Please go to **Part 7 About benefits**.

Yes Please tell us who made the payment.

Part 7: About benefits

Are you getting any social security benefits now, or did you get any social security benefits

- in the last 12 months
- during any of the periods you are applying for **National Insurance credits for?**

Tick **Yes** even if you are waiting to hear if you can get any social security benefits.

By *social security benefits* we mean things like

- Incapacity Benefit
- Employment and Support Allowance
- Carer's Allowance
- Income Support
- any type of pension.

If you need to tell us about more than 3 social security benefits, tell us about them in **Part 11 Other information**.

No Please go to **Part 8 About education and training**.

Yes Please tell us about the benefits below.

Name of benefit

From

to

When was the benefit paid?

Name of benefit

From

to

When was the benefit paid?

Name of benefit

From

to

When was the benefit paid?

Part 8: About education and training

Are you doing any education and training now, or did you do any education and training, during any of the periods you are applying for National Insurance credits for?

By *education and training* we mean things like

- Work Based Learning (Wales)
- Work Based Training for Young People
- Training for Work (Scotland)
- Skillseeker's (Scotland), or
- a college course.

No

Yes Please ask for the form **ES567S**.

Have you finished a course of full-time education or training in the last 4 years?

No

Yes

Part 9: What you did to find work

Are you applying for National Insurance credits for a period in the past?

No Please go to **Part 11 Other information**.

Yes Please go to the next question.

Did you contact any employers during the periods you are applying for National Insurance credits for?

If you need to tell us about more than 2 employers, tell us about them in **Part 11 Other information**.

No

Yes Please tell us about the employers you contacted below.

Employer's name

Employer 1

Employer 2

Employer's address

Postcode

Postcode

Part 9: What you did to find work continued

What date did you contact the employer?

What job did you ask the employer about?

How did you find out about the job?

What was the date of your interview, if invited?

Were you available for work on the days you are applying for National Insurance credits for?

No

Yes

Did you do anything else

- to find work, or
- to improve your chances of finding work during the periods you are applying for National Insurance credits for?

For example, things like

- visiting any Jobcentre Plus offices and applying for jobs
- writing about your skills, abilities and experience. This is sometimes called a CV.

No Please go to **Part 10 Why you did not apply earlier.**

Yes Please tell us about this below.

If there is not enough space, please use a separate sheet of paper.

Make sure you put your full name and National Insurance (NI) number on each sheet of paper, and sign and date each sheet that you use.

Part 10: Why you did not apply earlier

When did you find out that you could apply for National Insurance credits, for the days you now want to apply for?

How did you find out that you could apply for National Insurance credits, for the days you now want to apply for?

Have you asked anyone about applying for National Insurance credits before?

No Please go to the first question on the next page.

Yes Please go to the next question.

Who did you ask about applying for National Insurance credits?

When did you ask about applying?

What questions did you ask them?

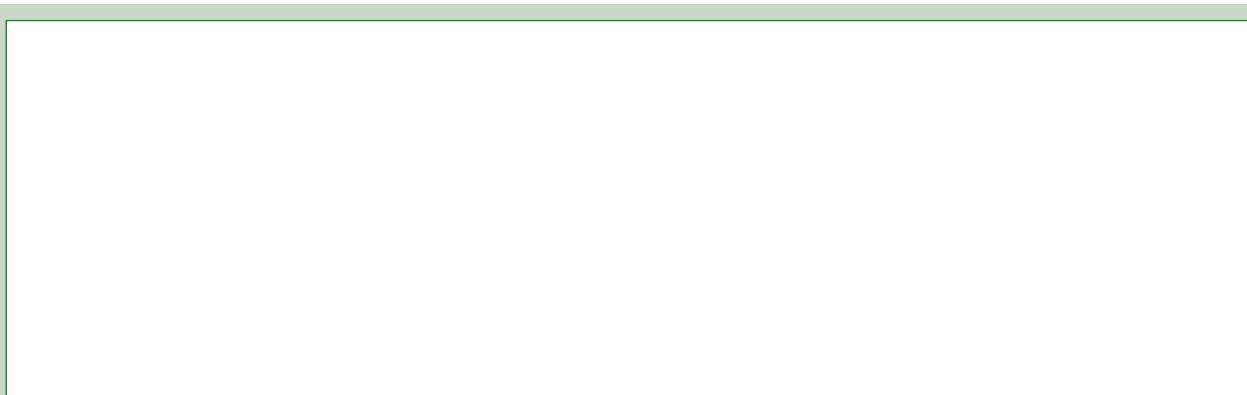
What did they tell you?

Part 10: Why you did not apply earlier continued

Why did you not apply for your National Insurance credits earlier?

Please tell us as much as you can.

For example, if you thought you could not apply for National Insurance credits, you must tell us why you thought this.

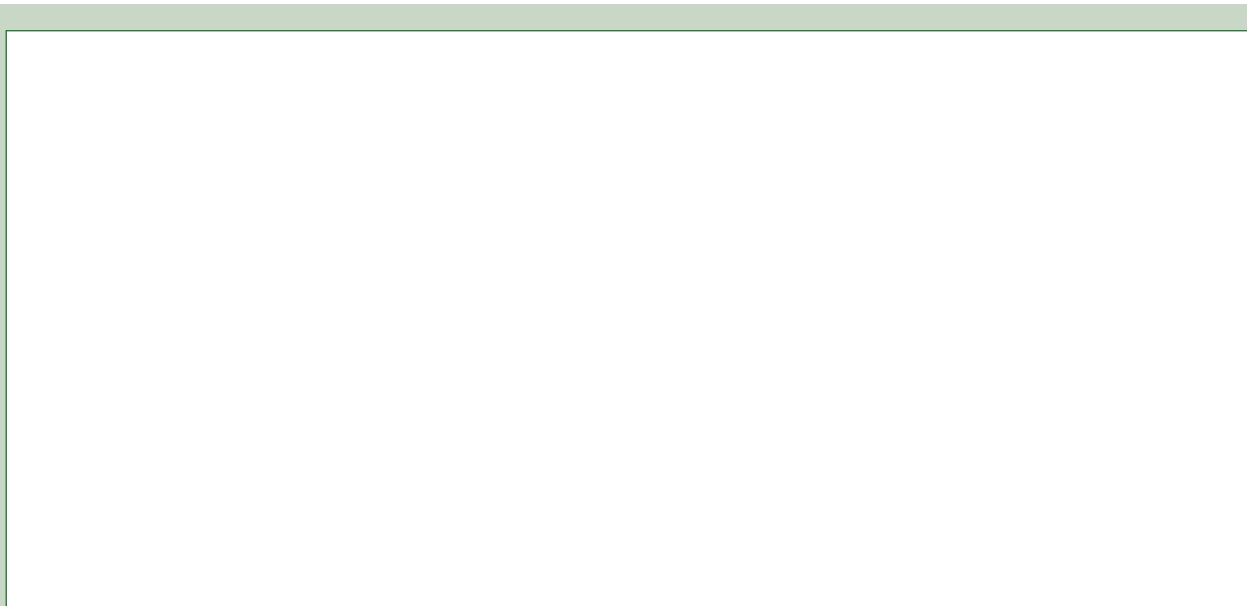


If there is not enough space, please use a separate sheet of paper.
Make sure you put your full name and National Insurance (NI) number on each sheet of paper, and sign and date each sheet that you use.

Part 11: Other information

Please use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate sheet of paper. Make sure that you write your full name and National Insurance number on each sheet of paper, and sign and date each sheet that you use.



Part 12: Declaration

I declare that I understand the Jobseeker's Allowance notes, and that the information provided on this claim form is correct and complete.

I understand that I must report all changes in my circumstances which may affect my entitlement promptly, and by failing to do so I may be liable to prosecution or face a financial penalty.

I will phone **0345 608 8545** or write to the office that pays my benefit to report a change in my circumstances.

If I give false or incomplete information or fail to report changes in my circumstances promptly, I understand that my Jobseeker's Allowance may be stopped or reduced and any overpayment of Jobseeker's Allowance may be recovered. In addition I may be prosecuted or face a financial penalty.

Please tick this box if someone filled in this form for you.

This is my application for National Insurance credits.

Signature

Date

For our use

Name of interviewing officer

Signature of interviewing officer

Date

For our use

Application details

Claimant's surname

Other names

National Insurance number

Effective date

Date received

Cycle

BWE day

Day of attendance

Mon Tue Wed Thu Fri

Sought Occ

Usual occ

Postal signer

Jobcentre Plus action

Labour market conditions satisfied? No
Yes

A15 issued

VOL1WORKJP

ES85JP issued

ES84JP issued

ES48 issued

ES567SJP issued

LM doubt 1

From to
 / / / /

Reason for doubt

LM doubt 2

From to
 / / / /

Reason for doubt

Signature

Date / /

Benefit processing action

Accepted as reasonable from / /

Reason for acceptance / non acceptance

Disallow from / /

Reason for disallowance

Claimant notified / /

Overlapping benefit in payment No Award credits from / /
Yes

Previous benefit No
Yes

If Yes, credit for part week No
Yes

MWRR applicable No
Yes

CR1 completed

Signature

Date / /