

My Claimant Commitment

Name

Letters Numbers

Letter

National Insurance number

In return for my new style Jobseeker's Allowance payment I will do everything I reasonably can, each week, to give myself the best chance of getting and keeping a job. It is my responsibility to take all the actions I have agreed in my claimant commitment to help me find work. I will not get a payment until I have accepted my commitments.

My availability

Restrictions (tick the appropriate box)

☐

No restrictions agreed

I have agreed with my work coach I will:

- be available for all types of work,
- spend at least hours a week doing the activities I have agreed and
- look and apply for all types of work that give me the best chance of getting and keeping a job

☐

Permitted Period agreed

I have agreed with my work coach that I can restrict the type of work I am looking for to that of my usual job or wage. This is called a permitted period.

From To

My usual job or wage is:

☐

Other restrictions agreed

I have agreed with my work coach that I can limit the type of work I am looking for to:

Where I will work:

I will look for a job that I can travel to within minutes each way from home.



Department
for Work &
Pensions

NSJSACC 01/19

My availability for work

Tick as appropriate

I'm available to attend a job interview:

immediately ☐

within 48 hours ☐

I'm available to start work:

immediately ☐

immediately after the end of my notice ☐

period within 1 week ☐

within 1 month ☐

☐ **No restrictions on availability**

I am available to work for any hours on any day for 35 hours per week.

☐ **Restricted availability**

The days and hours I am available to work are:

Day	Earliest start time	Latest finish time	Most hours I can work
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

The most hours I can work each week are:

I know if I am not available as I have agreed, without a good reason, my payment will be reduced by £ a day for up to 91 days.

I know I must:

- apply for jobs I'm told to by my work coach
- attend and take part fully in interviews for jobs my work coach told me to apply for
- take up offers of paid work

If without a good reason I do not do these things my payment will be reduced by £ a day for up to 3 years.

My actions for getting work

I have agreed with my work coach the activities I will do to improve my chances of getting and keeping a job.

I will (tick the appropriate boxes):

- ☐ use jobsites and employer websites to search and apply for jobs I am able to do
- ☐ reply quickly to contact from employers and job websites and apply for jobs I am able to do
- ☐ log into my 'Find a job' account to search and apply for jobs I am able to do
- ☐ contact employers directly to ask about and apply for jobs I am able to do
- ☐ check job vacancy sections in newspapers and apply for jobs I am able to do
- ☐ ask family, friends and former colleagues about vacancies and apply for those I am able to do
- ☐ keep in touch with the recruitment agencies I've registered with
- ☐ look into and apply for work experience/voluntary work opportunities
- ☐ use social media to find and apply for jobs I am able to do

I know if I am not looking for work as I have agreed, without a good reason, my payment will be reduced by £ a day for up to 91 days.

Specific actions for work preparation and getting a job

I will:

- think about and plan what I need to do to make good quality applications for the jobs I find
- make sure I have a good quality and up to date CV that I can change as needed for jobs I apply for
- register with a wide range of recruitment agencies
- others (please tell us more about this below)

I know that if, without a good reason, I do not do the activities I've agreed, my payment will be reduced by £ for each day until the day before:

- I complete each activity, or
- I complete another activity I've been told to do instead, or
- my work coach tells me I no longer need to do the activity

After this, my payments will also be reduced by £ for up to a further 28 days.

Recording my activities to look for work

I understand that planning how I will do these activities and completing any activities my work coach asks me to, will help me improve my chances of finding work. I will keep evidence of what I have done.

I can keep records of my work search, for example:

- in the 'Your meeting plan' booklet I have been given
- on my personal smartphone (if I have one)
- or by keeping copies of paper evidence such as application forms or letters/emails to employers to show I have applied for jobs

I must show I have done all that is reasonable to give myself the best chance of getting a job.

I will keep evidence of what I have done to look for work and take this with me every time I go to the jobcentre.

If, without a good reason, I cannot show I have done everything that I reasonably can, each week, to give myself the best chance of finding and keeping a job, my payment will be reduced by £ a day for up to 91 days.

Meeting my commitments

I know I have to attend and fully take part in all meetings with my work coach and I should contact my work coach in advance if I cannot attend a meeting.

If, without good reason, I do not attend and take part in all meetings with my work coach my payment will be reduced by £ for each day until the day before:

- I arrange a new meeting, as long as I then attend and take part in a new meeting, or
- my work coach tells me I no longer need to take part in the meeting

After this, my payments will also be reduced by £ for up to a further 28 days.

I know I have to tell my work coach that I have left my job within 5 working days of doing so.

If, without good reason, I do not tell my work coach I have left my job within 5 working days of doing so my payment will be reduced by £ for each day until the day before I tell my work coach.

Once I have done this, my payments will also be reduced by £ for up to a further 28 days.

If I leave my job or lose pay by choice and without a good reason, or because of my behaviour (this is known as 'misconduct') my payment will be reduced by £ for up to 3 years.

Reporting a change

I must tell you straightway if there is a change in my circumstances. If I give wrong or incomplete information, or I do not report changes, I may:

- be prosecuted
- need to pay a financial penalty
- be paid too much benefit and have to pay the money back

If you pay me less than you should, you may pay me the money that you owe me.

My Claimant Statement

If there is a disagreement about my claimant commitment

If I disagree with my work coach about the contents of my claimant commitment, I can ask for this to be referred to a decision-maker.

The decision maker will decide whether the proposed commitment is reasonable and whether doing the things set out mean that I will meet the requirements to be available for work and doing everything I reasonably can to get a job.

If I do not agree with the decision maker's decision and I decide not to accept my claimant commitment, my new style Jobseeker's Allowance award will end.

- I have read my claimant commitment, understand it and accept it
- I understand my work coach may need me to take part in certain activities to help me improve my chances of finding work
- I'm aware that there are schemes that can help me and I can find more information about them in a guide at **www.gov.uk/government/publications/jobseekers-allowance-back-to-work-schemes** or if needed, my work coach can help me access the guide and answer any questions I have about it
- I understand my work coach may ask employers for feedback about any jobs they have told me to apply for
- I understand that if I do not do everything I have agreed in my commitment, my payment may be reduced. This is called a sanction. The number of days a sanction lasts depends on:
 - which commitments I have not met
 - what other sanctions I have had in the last year, if any
- I understand that sanction amounts for new style Jobseeker's Allowance may change and the current amount will be applied automatically
- If there is any doubt about my new style Jobseeker's Allowance award, it will be reviewed and this could lead to my payments being reduced. If a decision is made to reduce my payments, this will be explained to me. If I disagree with the decision, I have the right to have it reconsidered or to appeal against it.

Claimant Commitment accepted

Claimant signature

Signed

Date

Work coach signature

Signed

Date

Name

Contact number

For DWP staff/internal purposes only: This new style Jobseeker's Allowance claimant commitment is treated as made on