

OR

I will spend at least _____ hours a week doing the activities agreed here

My availability

OR

I am available to work _____ hours a week

OR

Sun (working hours)

I will

- apply for all vacancies I am told to apply for by my Work Coach, including any in the Saved Jobs section of my Universal Jobmatch account.
- attend and take part in all interviews I am offered
- take up any offers of paid work
- complete all activities that I am told to do by my work coach

If without good reason I do not do all these things, my Universal Credit will be reduced by _____ a day for up to 3 years

I will be available to:

- attend job interviews
- start work

If without good reason I am not available as described, my Universal Credit payments will be reduced by _____ a day for up to 3 years.

I understand that when I have been told to apply for a job, Universal Credit may ask for employer feedback on my application and any interviews that I am invited to.

I understand that my work coach may require me to take part in certain initiatives to help improve my chances of finding work, I will search for the 'Universal Credit Back to Work Schemes' on GOV.UK and consider this guide. If I have any questions about it I will ask my work coach.

My prepare for work plan

I do not have to prepare for work

OR

I will normally spend _____ hours each week looking or preparing for work. This will include all the activities in this plan.

When required, I will provide evidence that I have completed all of my regular activities.

My regular activities

When I will do it

If without good reason I do not do all these things, my Universal Credit payments will be reduced by _____ a day until

I complete what I have been asked to do. Once I have done this my payments will be reduced by _____ per day
for a further period of up to 28 days.

Work Preparation activities

I will also attend and take part in all appointments with my work coach.

If without good reason I do not attend and take part fully in all appointments with my work coach my Universal Credit payments
will be reduced by _____ for each day until I arrange a new appointment or work search review

Once I have done this, my payments will be reduced by _____ per day for a further period of up to 28 days

Additional Activities

By

Review

Change in my circumstances

I will tell Universal Credit immediately about any change in my circumstances that I know could affect my claim.

If I am in paid work at any time, I will tell Universal Credit if my job ends, within 5 working days of leaving. I must make sure that all my earnings
are reported to Universal Credit, either by me or my employer.

I understand that I am responsible for making sure my earnings are reported accurately each month to Universal Credit. If my employer does not
do this, I must report my earnings myself by calling Universal Credit.

If I have earnings from self-employment at any time, I will report these earnings by calling Universal Credit. I will be told the date that I
have to do this by each month, and I understand that I will not get my Universal Credit payments until I have done it. If I still have not reported my
self-employed earnings one month after the agreed date, my Universal Credit payments will be stopped.

I must give Universal Credit information that I believe is correct and complete. I understand that if I do not report any changes that I know could affect my Universal Credit payments as soon as possible, I may be prosecuted or face a financial penalty.

Meeting my commitments

Jobcentre Plus will give me advice to help me complete all the activities I have agreed to do here in my claimant commitments. If I need help, I know how to contact Jobcentre Plus.

If I am unable to attend an appointment when I should I will call Universal Credit in advance on 0800 1690190.

I understand that my Universal Credit payments may be reduced if I do not keep in touch with Jobcentre Plus when required.

I also understand that if I do not meet all the requirements set out in my claimant commitments, my Universal Credit payments may be reduced. These reductions are known as sanctions. The number of days a sanction last depends on:

- which commitments I have not met
- how many times I have not met my commitments in the previous 12 months

I understand that sanction rates for Universal Credit may change. the current rates at any given time will be applied automatically. If there is any doubt about my Universal Credit claim, it will be reviewed and this could lead to my Universal Credit payments being reduced or stopped. If a decision is made to reduce or stop 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 agreed

- verbally
- in person

Signed

How DWP collects and uses information

We will treat your personal information carefully. We may use it for any of our purposes. To learn about your information rights and how we use information, please see our Personal Information Charter at [Gov.uk](https://www.gov.uk)