

My work search

All work-related requirements

Name

National Insurance
number

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About me

For Learning Purposes Only

My commitment

I'll do everything I reasonably can to find paid work or increase my earnings. I've discussed the things I can do to get work with my adviser, and these are set out in my Claimant Commitment. I'll receive Universal Credit payments to support me while I look for work.

Reviewing my work search and preparation activities

I will go to regular work search reviews at

My next work search review will be on

 / /

at

 am/pm

After this I'll go to work search reviews every

☐

day

☐

week

☐

two weeks

☐

on

at

 am/pm

I'll also attend appointments with my adviser when I'm told to.

Preparing for my work search review

It's my responsibility to show that I've done everything I reasonably can to look for work or increase my earnings since my last review, including the activities set out in my Claimant Commitment.

I'll provide evidence to show what I've done. This can include:

- proof of letters or documents about jobs I've asked about or applied for
- proof of online job applications
- responses or feedback from employers
- proof of letters, emails or documents from job agencies

I'll keep a record of other things I've done to prepare for work. This can include:

- CVs I've written for different jobs
- voluntary work
- training and courses I've started or researched

My work search record

I can use the pages at the end of this pack to write down the details of everything I've done to look or prepare for work, or increase my earnings. This can be part of the evidence I bring to my work search reviews.

This page shows some examples of how to fill in a work search record.

1. What I did:

I checked the job pages of the Barnet and Finchley Echo when it came out on 21 and 28 February. I made a note of one job as a part-time admin assistant in the finance department at Barnet Council. I rang up and asked them to send me an application form.

I completed the form when it came and sent it back on 4 March.

What this involved:

I asked a friend to check the form before I sent it off and added some information as a result. I amended my CV to make sure it was relevant for this job.

What was the result?

I completed the application form and sent them my revised CV.

I did this on:

21/2/13, 28/2/13, 4/3/13

Total time taken:

1 hour – checking paper

2 hours – completing form and amending CV

What I'll do next:

The closing date is 15 March. If I haven't heard anything by 26 March, I'll ring the personnel section.

2. What I did:

Looked on job websites – Total Jobs, Indeed, In Retail – for retail jobs.

What this involved:

Took bus into town and went to the library to use the internet. Found websites through Google and searched for retail jobs.

What was the result?

Found two possible jobs at

- 1) Sports Direct – closing date 29 March
- 2) New Look – closing date 5 April

Completed online application form for both jobs and attached my CV.

I did this on:

22/2/13, 24/2/13, 26/2/13, 4/3/13, 8/3/13

Total time taken:

20 hours

What I'll do next:

Will contact both employers a week after closing date if I haven't heard anything.

3. What I did:

I registered on Universal Jobmatch on 11 March.

What this involved:

I used one of the computers in the Jobcentre after I'd seen my adviser.

What was the result?

I applied for two jobs at

- 1) Subway – closing date 14 March
- 2) Greggs – closing date 18 March

Completed online application form for the Subway job and attached my CV.

Phoned Greggs to ask for an application form. Job included bakery duties as well as serving customers, so I updated my CV to include my experience doing this. Completed form, included my CV and posted to Greggs.

I did this on:

11/3/13, 12/3/13, 13/3/13

Total time taken:

7 hours

What I'll do next:

Will contact both employers a week after closing date if I haven't heard anything.

Sanctions and penalties

If you don't meet a requirement that's:

- set out in your Claimant Commitment, or
 - given to you by your adviser or someone else acting on behalf of Universal Credit
- a sanction may be applied to your Universal Credit payments.

This means that your payments would be cut by a certain amount each day.

The number of days they would be cut for depends on:

- how many times you hadn't met your requirements in the previous 12 months
- which requirements you hadn't met

There are 4 sanction levels, covering different Universal Credit requirements.

Lowest level sanctions

apply if you only have **work-focused interview requirements** for Universal Credit.

Lowest level sanctions mean that your Universal Credit payments will be cut if, without good reason, you don't:

- attend and take part fully in work-focused interviews with your adviser when required
- provide information when required

Lowest level sanctions apply for the number of days from the date you didn't meet one of these requirements until you:

- arrange or attend a new appointment (your adviser will tell you what you must do), or
- meet another requirement set by your adviser

Low level sanctions

apply if you have **all work-related requirements** or **work preparation requirements** for Universal Credit.

Low level sanctions mean that your Universal Credit payments will be cut if, without good reason, you don't:

- complete all the actions and activities in Section 2 of your work search and preparation plan
- complete an activity you've been told to do by your adviser, or someone else acting on behalf of Universal Credit
- attend and take part fully in appointments when required
- give information when required
- tell Universal Credit within 5 working days that you've left a job

Low level sanctions last for:

- the number of days from the date you didn't meet one of these requirements until the date you meet it, or meet another requirement set by your adviser

plus

- the number of days shown in this table

	Number of times a requirement wasn't met in 365-day period		
	1	2	3 or more
Fixed period for low level sanctions	7 days	14 days	28 days

But if you didn't meet 2 low level requirements in a 14-day period, the 2 fixed sanction periods for this would both last the same number of days.

Medium level sanctions and higher level sanctions

apply if you have **all work-related requirements** for Universal Credit.

Medium level sanctions mean that your Universal Credit payments will be cut if, without good reason, you:

- aren't available for a job interview when your Claimant Commitment says you will be
- aren't available for work when your Claimant Commitment says you will be
- don't look and prepare for work for the number of hours written in your Claimant Commitment
- don't complete all the activities in Section 1 of your work search and preparation plan
- don't provide evidence that you've done your regular work search activities when required

This table shows the number of days **medium level sanctions** last for:

	Number of times a requirement wasn't met in 365-day period	
	1	2 or more
Medium level sanction lasts for:	28 days (4 weeks)	91 days (13 weeks)

But if you didn't meet 2 medium level requirements in a 14-day period, the 2 sanctions for this would both last the same number of days.

Higher level sanctions mean that your Universal Credit payments will be cut if, without good reason, you:

- don't apply for jobs you're told to by your adviser or someone else acting on behalf of Universal Credit
- don't attend and take part fully in interviews you're offered for jobs you've been told to apply for
- don't take up offers of paid work that you're able to do
- don't do Mandatory Work Activity when required
- leave paid work or lose pay, either by choice or because of misconduct

This table shows the number of days **higher level sanctions** last for:

	Number of times a requirement wasn't met in 365-day period		
	1	2	3 or more
Higher level sanction lasts for:	91 days (13 weeks)	182 days (6 months)	1,095 days (3 years)

But if you didn't meet 2 higher level requirements in a 14-day period, the 2 sanctions for this would both last the same number of days.

Sanctions and penalties continued

The daily sanction amount

If you get a sanction, the amount your Universal Credit is cut by each day is based on:

- your age
- whether you are single or have a partner

This daily sanction amount is shown on your Claimant Commitment. For lowest level sanctions the amount is smaller than for the other sanction levels.

How the monthly sanction amount is worked out

Your monthly sanction amount would be your daily sanction amount multiplied by:

- the number of days in your **assessment period** for that month, or
- the number of days left in the sanction, if this is shorter than the assessment period

This gives the amount that would be taken off your monthly Universal Credit payment.

If you've got more than one sanction, the next sanction will start the day after the first one has finished. This would continue until each of your sanctions had ended.

The monthly sanction amount wouldn't be more than:

- the standard allowance part of your Universal Credit payment, or
- half the standard allowance if you have a joint claim

What is an assessment period?

Your Universal Credit payments are based on your personal circumstances from a certain date each month until the same date the following month. This period is called your assessment period.

The length of your assessment period will be slightly different each time, depending on the number of days in the month.

Penalties

If you don't:

- give correct and complete information in your claim
- report a change in your circumstances as soon as possible

you may have to pay a **civil penalty** of £50. You'll also have to pay back any overpayments of Universal Credit you've received.

If you commit fraud to get Universal Credit, you could be prosecuted and receive a **fraud penalty**. In some circumstances you can accept a fraud penalty without going to court.

Fraud penalties work in a similar way to sanctions. Your Universal Credit payments will be cut by a daily amount for a certain number of days.

If your payments are cut because of a fraud penalty, any sanctions you have at the time will be suspended until the penalty period is complete. After this, the sanction will continue for the number of days that were left when it was suspended.

My work search record

I can use these pages to write down the details of everything I've done to look or prepare for work, or increase my earnings. This can be part of the evidence I bring to my work search reviews.

1. What I did:

What this involved:

What was the result?

I did this on:

Total time taken:

What I'll do next:

2. What I did:

What this involved:

What was the result?

I did this on:

Total time taken:

What I'll do next:

3. What I did:

What this involved:

What was the result?

I did this on:

Total time taken:

What I'll do next:

4. What I did:

What this involved:

What was the result?

I did this on:

Total time taken:

What I'll do next:

5. What I did:

What this involved:

What was the result?

I did this on:

Total time taken:

What I'll do next: