

DWP Central Freedom of Information Team

e-mail: freedom-of-information-rexxxxx@xxx.xxx.xxx.xx

Our Ref: FOI 3850

23 December 2011

Dear Ian Wolf,

Thank you for your Freedom of Information request of 16 December 2011.

You requested the following information:

Once someone starts claiming JSA they are given a document (appointment card/booklet) that lists the dates and times they must attend the Jobcentre to review Jobseeking efforts and JSA eligibility. Please email me a copy of this document, which was once called a UB40 Card, which I now understand is called a ES40 Booklet.

Please also email me a copy of any CV Templates you give to your Jobcentre customers.

I have attached a copy of the current ES40 booklet as requested.

Section 21 of the Freedom of Information Act allows us to direct you to information which is already reasonably accessible to you. Copies of CV Templates provided to Jobcentre Customers can be found at

http://www.direct.gov.uk/en/Employment/Jobseekers/Helpapplyingforajob/DG_173655

If you have any queries about this letter please contact me quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing freedom-of-information-request@dwpgsi.gov.uk or by writing to DWP, Central FoI Team, 5th Floor The Adelphi, 1-11, John Adam Street, London WC2N 6HT. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF www.ico.gov.uk