

Jobseeker's Allowance

Your responsibilities

jobcentreplus

Department for
Work and Pensions

Please keep this booklet and bring it with you every time you come to the Jobcentre.

When you end your claim, fill in the back pages and return this booklet to us, so that we can pay you benefit we owe you.

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While you're getting Jobseeker's Allowance

If you need to ask anything about your Jobseeker's Allowance, or tell us that your circumstances have changed, please call us using this telephone number:

Your responsibilities

To get Jobseeker's Allowance you must:

- be available for employment
- have a reasonable chance of finding work if you limit:
 - the kind of work you are willing to do
 - where you are willing to work
 - the hours you are willing to work
- be capable of work
- have a current Jobseeker's Agreement, and
- be actively seeking employment.

We will tell you in writing about any decision we have made about your Jobseeker's Allowance. When you get our decision, you can ask to have it explained, ask to have it looked at again or can appeal to the Tribunals Service.

Looking for work

To look for work, visit **www.direct.gov.uk/jobsearch** to search a list of jobs online, or call us on **0845 606 0234** Monday to Friday 8am to 6pm to find out what jobs are available.

There is a textphone service for people who find it hard to speak or hear clearly on **0845 605 5255**. Textphones do not accept text messages from mobile phones.

Call charges

As at May 2011, calls to 0845 numbers from BT land lines should cost no more than 8p a minute with a 13p call set-up charge. You may have to pay more if you use another phone company, a mobile phone, or if you are calling from abroad. Calls from mobile phones can cost up to 40p per minute, so check the cost of calls with your service provider.

Remember - to get Jobseeker's Allowance you must come to the Jobcentre regularly. Each time you attend we will ask you to show what you have done to find work.

Keep a record of what you have done to find work.

Your Jobseeker's Allowance may be stopped if you:

- do not do enough to find work
- fail to attend an interview as required, or
- become incapable of working.

We will ask you to sign declarations that you:

- are available for employment
- are actively seeking employment
- have told us about any changes in your circumstances, and
- have reported anything which may affect your claim.

The back of this booklet tells you when and where to attend to sign your declarations or, if you are a postal claimant, when to sign and return your declarations.

Please bring this booklet with you every time you come to see us. If you don't, you may be delayed while an adviser confirms your details.

Changes you **must** tell us about

You must tell us **immediately** if your circumstances change, for example if you or your partner:

- do any paid, unpaid or voluntary work
- get a job or become self employed
- start living with someone, get married, form or dissolve a civil partnership, or separate
- get a place on a training programme or start full or part time education
- get a personal pension or a pension from a previous employer
- change your address or are going away from home, even if it is for a day
- are involved in a trade dispute
- change your account for your benefit payments
- are ill or have to take care of someone or cannot take a job for any other reasons
- have a child that leaves school
- have someone come to live in your house or someone who was living in your house leaves, or
- change the amount of savings you have.

If the person you are claiming Jobseeker's Allowance for gets a job or goes into hospital or a nursing home, **you must tell us immediately.**

Help - if you're not sure whether a change may affect your benefit, contact us using the phone number on the front of this booklet.

How is Jobseeker's Allowance paid?

Jobseeker's Allowance is usually paid fortnightly in arrears by direct payment into a bank, building society or Post Office account.

Your first payment may take a little longer whilst your claim is being assessed.

Important - you must tell us immediately if you change your account.

Tax

Jobseeker's Allowance is taken into account for tax purposes but we do not deduct tax from your payments. Any tax refund due to you will be paid when you stop claiming Jobseeker's Allowance or at the end of the tax year, whichever comes first.

National Insurance contributions

Unless you are told otherwise, National Insurance contributions will be credited to you while you continue to satisfy the Jobseeker's Allowance entitlement conditions.

Stopping your claim

When you wish to stop your claim to Jobseeker's Allowance please complete pages 6 to 9.

Return this booklet to the Jobcentre so that we can send you any outstanding Jobseeker's Allowance and tax refund that you may be entitled to, and your P45.

Part 1 Starting full-time work

Important - tell us before filling in this booklet if you are:

- starting part-time work (less than 16 hours a week), or
- part of a joint claim and starting work of less than 24 hours a week.

I am starting full-time work (16 hours or more a week) on:

Day: Date:

Do you expect your job to last 5 weeks or longer? Yes ☐ No ☐

My job title is:

The name and address of my employer is:

Postcode									
Telephone									

Please note that we may contact your employer or agency to confirm the date you started work.

Part 1 Starting full-time work

Did you find your job through a private recruitment agency?

Yes

☐

No

☐

The agency's name and address is:

Postcode									
Telephone									

If you have been claiming Jobseeker's Allowance as part of a joint claim, and you start work of 24 hours a week or more, your partner may still be able to claim. Ask your Jobcentre for advice.

Important - please complete Part 4.

Part 2 Starting full-time training

Important - tell us before filling in this booklet if you are starting part-time training.

I am starting full-time training on:

Day:

Date:

The course was arranged by (Please state which Jobcentre):

If you have been claiming Jobseeker's Allowance as part of a joint claim, and you start full-time training, your partner may still be able to claim. Ask your Jobcentre for advice.

Important - please complete Part 4.

Part 3 Any other reason

If you are stopping your claim for any other reason, please explain below:

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Important - please complete Part 4.

Part 4 Declaration

I want the last day of my claim to Jobseeker's Allowance to be:

Day:

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 Date:

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Please read this carefully before signing the declaration

I declare that since I made my claim or last provided a signed declaration (if later):

- there has been no change in circumstances which might affect the award of Jobseeker's Allowance or the amount payable, unless I have told you otherwise
- I have been available for employment, or have satisfied the rules for being treated as available for employment, and*
- I have been actively seeking employment to the extent necessary to give me the best prospects of securing employment, or have satisfied the rules to be treated as actively seeking employment.

Part 4 Declaration

I also declare that since I made my claim or last provided a signed declaration (if later):

- I have done no work, paid or unpaid, unless I have told you otherwise
- I have reported any changes in the circumstances of my dependants, if I claim Jobseeker's Allowance for them, and
- the information I have given is correct and complete.

If my declarations include a period in advance:

- I have no offer of work for the advance period
- I will continue to seek and accept any offer of work*, and
- I will tell the Jobcentre at once if I get work in the advance period, or about any change I am required to report.

* A member of a joint claim couple who is excused from being required to be available for employment and to actively seek employment does not have to make a declaration to this effect.

Signed:

Date:

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I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution and other action.

Please do not write below this line. **For Jobcentre use only**

LMS updated

Initials

Date

JSAPS updated

Initials

Date

Signature checked

Initials

Date

Attendance arrangements

Please bring this booklet every time you come to see us

Attendance point

Cycle

Title

Surname

Initials

National Insurance
Number

Your personal adviser is:

Please attend to sign your declarations (if you are a postal claimant, complete, sign and return your declarations) on:

Date

Time

And again on:

Date

Time

Then every second week on:

Day

Time

Please attend at this address:

If you cannot attend at the time and on the days shown:

- you may lose your Jobseeker's Allowance, or
- any payment due may be delayed.

Contact us immediately on 0845 604 3719 if you cannot attend, or you may lose benefit.