

Background

Name: **Mark Jones**

Claimed Universal Credit on **19/02/2015**

Other information:

- Mark is 45, single with no health conditions
- He has a son, aged 15, who lives with him
- His son has been in trouble with the police and Mark has a voluntary parenting contract with the Youth Offending Team which states that Mark must ensure that his son goes to school, be home for 3:30pm and properly supervised after school.
- Mark is looking for work in the building trade but hasn't worked for 12 years
- Mark can drive and has a car
- He has internet access at home and has reasonable IT skills
- He has no CV
- Mark is available for work between the hours of 9:00am to 3:00pm, Monday to Friday. However, his Work Coach has agreed that, in view of his parenting contract, he can limit his expected number of hours to 5 per day. Therefore, this means that Mark should normally spend 25 hours a week on his work search requirement taking action that gives him the best prospects of finding paid work.



Claimant Commitment

Mark Jones

1. My commitment

I'll do everything I can to get paid work, and will receive Universal Credit payments to support me in this. The things I'll do are set out in this Claimant Commitment.

2. Finding and taking work

I'll look for and take any work I'm able to do, that:

- pays [National minimum wage] an hour or more is within 90 minutes' travel from my home

I'm available for work for 25 hours each week. I can work during the following hours:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	09:00	09:00	09:00	09:00	09:00		
End	15:00	15:00	15:00	15:00	15:00		
Total hours	5.00	5.00	5.00	5.00	5.00		

Signature.....*Mark Jones*.....Date 23/02/15

My work search and preparation plan

I'll spend 25 hours each week looking and preparing for work. This will include all the activities and actions in this plan.

Section 1: Regular work search activities:	How often
• Check the Wigan Mercury jobs pages each day and apply for all suitable jobs	Every weekday
• Check the "Fish 4 Jobs" website and apply for suitable jobs	2 times a week
• I will register with employment agencies which specialise in building work and keep regular contact with them	Weekly
• Phone employers located within travelling distance of my home by, telephoning and sending speculative written applications/CVs	2 times a week
• After creating my account, check my Universal Jobmatch account each day and apply for all suitable matched vacancies.	Daily
• Keep in contact with friends who work in the building trade and ask about vacancies	Weekly

Section 2: Specific actions I will take:	By	Review
• Attend the 2 day interview skills/CV workshop at Training 4U, Bath Lane, Anton 26/2/2015	26/02/2015	02/03/2015
• Attend IT course (Level 1) starting w/c 1 July 2015 – one day per week – 12 weeks	16/09/2015	21/09/2015
• Create a Universal Jobmatch account	25/02/2015	27/02/2015

About me

I care for my son and need to take him to school and pick him from school. I do this via a voluntary parenting contract with the Youth Offending Team.

However, I can work between 9.00am and 3.00pm, Monday to Friday and am available for 25 hours per week.

I will attend regular work search reviews at Wigan.

My next work search review will be on Monday 09/03/2015 at 3pm

After this date I will attend work search reviews every two weeks on a Monday at 3pm.

Work Search Review - Period 24/02/2015 to 09/03/2015

Since his initial interview, and during the period in question, Mark has:

- Created a Universal Jobmatch account 25/03/2015 (30 minutes)
- Attended a Skills/CV workshop 26/02/15 to 27/02/2015 and created a CV (two full days)
- Checked the local paper every weekday (10 minutes each day)
- Searched on jobs websites twice a week (for two to five hours each time)
- 02/03/2015 completed on line application for a job as a plasterer (two hours)
- 08/03/2015 completed on line application for a job as a Health and Safety Manager (three hours)
- 09/03/2015 completed on line application for a job as a Quality Control Manager (two hours)

Mark has not yet registered with any agencies. Many vacancies in the building trade are filled using agencies.

Mark has some experience working as a plasterer.

Mark has no experience working in management and no qualifications in Health and Safety or Quality Control.

Mark has not kept in touch with his friends in the building trade.

Statement from Claimant:

I don't see the point of going to agencies - they don't do anything anyway.

I know I haven't got any actual experience or qualifications in Health and Safety or Quality Control, but I reckon that making the applications is good practice - and you never know!

I haven't got in touch with any of my old friends because it's been a few years since I spoke to them and I feel a bit weird ringing up out of the blue.

Record of Jobsearch:

25/02/2015	Registered Universal Jobsmatch	30mins
25/02/2015	Checking internet sites	2 hours
26/02/2015	CV writing course	1 day
27/02/2015	CV writing course	1 day
02/03/2015	Checking internet sites	2 hours
02/03/2015	Applied job as plasterer	2 hours
06/03/2015	Checking internet sites	4 hours
07/03/2015	Checking internet sites	4 hours
08/03/2015	Applied job as QC Manager	3 hours
08/03/2015	Called 2 Building Companies	30 mins
09/03/2015	Applied job as H&S Manager	2 hours

Every day (except weekends) I have been checking the paper. It takes about 10 minutes.