

Background

Name: Mrs Kate Daventry

Claimed Universal Credit on 09/03/2015

Other information:

- Kate is 32, separated and has no health conditions
- Kate is a science teacher. She has been employed at St Ursula's Roman Catholic School for 8 years before being made redundant. Since then she has been re-employed by St Ursula's for 26 weeks to cover another member of staff's maternity leave
- she has a car
- she has internet access at home
- she is divorced with no children
- expected to undertake work search for 35 hours per week.



Claimant Commitment

Kate Daventry

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 £8.00 an hour or more
- is within 90 minutes' travel from my home

I'm available for work for 35 hours each week. I can work on any day at any time.

Signature.....*Kate Daventry*.....Date...11/3/15.....

My work search and preparation plan

I'll spend 35 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
• Contact friends to check if any of them know of a suitable vacancy	once a week
• Checking the "Indeed", "ETeach", and other job search websites and applying for suitable jobs	6 times a week
• Contact educational establishments located within 90 minutes travelling distance of my home by visiting, telephoning and sending speculative written applications/CVs.	4 times a week
• Following the creation of the Universal Jobmatch account, checking Universal Jobmatch account and applying for all suitable matched jobs	2 times a week

Section 2: Specific actions I will take:	By	Review
• Create a LinkedIn Account		
• Register with Reed and Teaching Agency Employment Agencies.		
• Use National Careers Service Website for advice on CV writing		
• Produce a CV.		

About me

I am available for full time work and able undertake jobsearch for 35 hours per week.

I will attend regular work search reviews at Plymouth

My next work search review will be on Wednesday 25/03/2015 at 11.00am

After this date I will attend work search reviews every Two Weeks on Wednesday at 11.00am.

Work Search Review - Period 12/03/2015 to 25/03/2015.

Since her initial interview Kate has:

12/03/15 to 18/03/15

- Written a CV using advice from the internet
- Registered with two Employment Agencies on 16/03/2015.
- Set up a Universal Jobmatch account 16/03/2015.
- Checked Indeed, Universal Jobmatch and other E-teach sites twice a week.
- Speculatively contacted 8 potential employers.
- Applied for one job
- Registered on LinkedIn
- Got in touch with the head teacher at her previous school. He may have a temporary vacancy in a few months.

Total time spent on Jobsearch = 35 hours

19/03/2015 to 25/03/2015

- Attended interviews with both recruitment agencies 23/03/2015
- Checked Indeed, Universal Jobmatch and other E-teach sites twice a week.
- Undertook a short Open University course (12 hours)

Total time spent on Jobsearch = 35 hours

Statement from Claimant

I have visited eight schools in the area, and left my CV with them. I spoke to the head teacher or head of department in four cases. All of them said they would keep me in mind.

The head of my former school thinks he might have a vacancy in a few months, as one of his teachers is going on paternity leave.

I've completed a 12 hours Open University Course which I think will broaden my employability.

WHAT I DID	HOW I DID IT	OUTCOME	WHAT I'LL DO NEXT
Speculative approaches to 8 potential employers	Visited them.	4 keeping my name on file	Follow up in eight weeks' time.
Contacted two recruitment agencies		I was interviewed and accepted by both	Waiting contact
Registered on LinkedIn		Received several approaches but not for jobs in my area	Keep checking and posting
Searched Internet regularly		Nothing as yet	Keep searching regularly
Completed short Open University			

Information from the Work Coach

Claimant did not discuss doing the Open University Course with me before she enrolled on it.