

Additional steps

To improve my chances of finding a job I:

- ☐ will get an email address by
/ /
- ☐ will open a bank account by
/ /
- ☐ will create a CV by
/ /
- ☐ will update my CV by
/ /
- ☐ consent to Jobcentre Plus retaining my CV and sending it to prospective employers by the most appropriate method
 - ☐ including email over the internet
 - ☐ excluding email over the internet

Finding work

- ☐ I will read the tips and help on how to find jobs, apply for jobs, create a CV and more, at **direct.gov.uk/jobsearchtips**
- ☐ I will seek and act on feedback from employers

Where I will work

I will look for work that I can travel to within minutes each way from home.

Permitted period

I know I can limit myself to accepting work in my usual job or at my usual wages or both:

from / /

to / /

After this, I will discuss with an adviser about widening my jobsearch to include any suitable job.

General statement

I understand that this is general information and not a full statement of the law.

Jobseeker's Agreement

jobcentreplus

Department for
Work and Pensions

About this agreement

This agreement sets out my availability for work and the things I will do each week to actively seek work.

I understand looking for work often and in the right way improves my chances of finding work quickly.

Looking for work will be a significant part of my every day activities, taking several hours each day.

I know it will be reviewed regularly and that I or an adviser can ask to change this agreement at any time.

My responsibilities

I know I must do everything I can to:

- find work
- improve my chances of finding work and
- overcome things that might be making it harder for me to look for and get a job.

I know I must:

- actively seek work by doing at least things a week
- show I have been actively seeking work every week, every time I attend the Jobcentre
- be available for work for the hours I have set out in this agreement
- **apply for any jobs that my adviser tells me to apply for, including any saved by my adviser in the 'Saved Jobs' section of my Universal Jobmatch account if I have one.**

I know I may lose my Jobseeker's Allowance if I:

- do not actively seek work each week
- am unable to show I have been actively seeking work each week

- am not available for work for the hours stated in this agreement
- refuse, or fail to apply for, or do not accept a job that I am capable of doing, including one that I have been told about by my adviser
- do anything that reduces my chances of getting work
- do not attend the Jobcentre when asked to do so.

I understand DWP may seek feedback from employers about any jobs they have told me to apply for.

My rights

I know if there is any doubt about my benefit claim or disagreement about my Jobseeker's Agreement, my case may be sent to a decision maker, which could result in the loss of my Jobseeker's Allowance. If this happens I will be told. If I am not satisfied with the decision I can ask for it to be explained or reconsidered or I can appeal to an independent appeals tribunal.

Change of circumstances

I will tell DWP immediately if my circumstances change in any way which could affect my Jobseeker's Allowance.

I understand that if I give false information or do not tell DWP of something I should, I could be liable to repay any overpayment of benefit and I could be taken to court.

Jobseeker's signature and date

/ /

Adviser's signature and date

/ /

Adviser's name and phone number

Treat as made date

/ /

Name

The types of job
I am looking for

SOC

I am willing and
able to start work

- ☐ immediately ☐ within 48 hours ☐ other
☐ within 24 hours ☐ after giving a weeks notice

I want to limit
the days and
hours I am
available for work

No ☐
Yes ☐

I am available for
work these days
and these hours

	Earliest start time	Latest finish time	Most hours I can work
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Most hours I can work each week	<input type="text"/>		

Other agreed
restrictions on
my availability
or types of work

NI number

Claim file/cycle

What I will do
to identify and
apply for jobs

- ☐ Write to at least employers a week.
☐ Phone at least employers a week.
☐ Visit at least employers a week.
☐ Check my Universal Jobmatch account times a week at least.
☐ for jobs
☐ Ask family, friends and people I have worked with before.
☐ Look at these websites and in these newspapers and trade papers

How often
I will look

Other activities I
will do to improve
my chances of
finding a job