

Jobseeker's **Allowance**

claim form

and notes about how to claim

- What is Jobseeker's Allowance?
- How do I qualify?
- How much could I get?
- Which parts of this form do I fill in?

Please read the notes before you fill in this form

What is Jobseeker's Allowance?

Jobseeker's Allowance is a social security benefit for people who are seeking work.

Jobseeker's Allowance has 2 parts

Contribution-based

Everyone must give us the information we need for this.

Income-based

You must choose whether or not to claim this.

How do I qualify?

You must be

- capable of work
- available for work
- actively seeking work.

You must also enter into a **Jobseeker's Agreement** which sets out what you are going to do to find work. You will not normally be entitled to Jobseeker's Allowance if you regularly work 16 hours or more a week.

How much could I get?

You may get contribution-based Jobseeker's Allowance if you have paid enough National Insurance (NI) contributions in the last 2 complete tax years.

Look at the leaflet *How much you could get* which came in your claim pack.

The amount may be reduced if you get

- other social security benefits
- earnings from part-time work
- a personal or occupational pension
- a public service pension.

But it is not affected by savings or by any money your partner has coming in.

Which parts of this form do I fill in?

Fill in the answer boxes under **You** on pages 1 to 15. Then go to page 34.

If you are not sure what to do ...

Contribution-based

if you have paid enough
National Insurance contributions

Contribution-based Jobseeker's Allowance is a flat-rate amount for you as an individual.

You could get it for up to 6 months.

Income-based

if you do not have enough
money coming in

Income-based Jobseeker's Allowance is money for

- you and your partner, if you have one
- each child who normally lives with you
- certain housing costs
- special needs. For example, if you or a member of your family have a disability.

Claim this

- if you think you will not qualify for the contribution-based part or that it will not be enough to live on
- to get money for your partner or children
- to get help with your housing costs.

You may get income-based Jobseeker's Allowance if

- you and your partner, if you have one, have savings of less than £8,000

- your partner, if you have one, works less than 24 hours a week
 - the money you have coming in each week is less than the amount of Jobseeker's Allowance you could get.
- We use partner to mean a person you are married to or a person you live with as if you are married to them.

Look at the leaflet *How much you could get* which came in your claim pack.

The amounts you get may be reduced if you or anyone you are claiming for has

- savings over £3,000
- money coming in each week.

Money coming in could be

- earnings from part-time work
- Child Benefit or other social security benefits
- personal or occupational pensions.

Fill in all parts of the form that apply to you and your partner to claim income-based Jobseeker's Allowance.

Read the notes before you answer this question.

Everyone must give us the information we need for contribution-based Jobseeker's Allowance.

Do you want to claim **Income-based** Jobseeker's Allowance?

Tick Yes if you are not sure.

If you do not claim income-based Jobseeker's Allowance now, but then ask for it at a later date, we will normally only pay it from that later date.

What date do you want to claim Jobseeker's Allowance from?

We will need more information if the date you put is before the date you first got in touch with us.

Do you have a partner who is living with you? By partner we mean a person you are married to or a person you live with as if you are married to them.

No ☐
Yes ☐

Your partner

No ☐ Only fill in the answer boxes under **You** on pages 1 to 15. Then go to page 34.

Yes ☐ Fill in all parts of the form that apply to you and your partner, if you have one.

Does your partner agree to you making this claim? If No, still tell us as much as you can about your partner. No ☐
Yes ☐

Surname

Other names

Any other surnames you have been known by

Title

Date of birth

National Insurance (NI) number

You can get this from payslips or from tax papers. Or get in touch with your social security office.

Address

Please tell us your address. And tell us your partner's address, if different.

Daytime phone number

Mr Mrs Miss Ms Other title

Letters Numbers Letter

 Postcode

Code Number

Mr Mrs Miss Ms Other title

Letters Numbers Letter

 Postcode

Code Number

If you or your partner are homeless but have a temporary address, tick this box, even if the address changes from day to day.

Please tell us where we can get in touch with you and your partner.

You☐

Postcode

Your partner☐

Postcode

Tick all the boxes that apply to you and your partner.

If you tick more than one box, please tell us why in **Other information** on page 36.

Married ☐
 Living together ☐
 Single ☐

Separated ☐
 Divorced ☐
 Widowed ☐

Married ☐
 Living together ☐
 Single ☐

Separated ☐
 Divorced ☐
 Widowed ☐

Have you or your partner ever claimed Invalid Care Allowance?

If you claimed but were not paid any Invalid Care Allowance, tick **Yes**.

No ☐Yes ☐No ☐Yes ☐

Date of last claim or payment

	/		/	
--	---	--	---	--

	/		/	
--	---	--	---	--

Have you or your partner claimed any other benefits in the last 3 years?

If the claim was turned down, still tick **Yes**. For example, you may have claimed

- Jobseeker's Allowance
- Unemployment Benefit
- Income Support
- Incapacity Benefit
- a Social Fund payment.

No ☐

Yes ☐ Please tell us below about the last benefit you claimed.

No ☐

Yes ☐ Please tell us below about the last benefit your partner claimed.

Name of last benefit claimed

--

--

Date of last claim or payment

	/		/	
--	---	--	---	--

	/		/	
--	---	--	---	--

Which benefit offices dealt with the claim?

--

--

If your or your partner's name or address was different when you last claimed, please tell us what it was.

Full name

Address

When did you move to your present address?

You

Your partner

 Postcode

 Postcode

 / /
 / /

Have you worked or claimed benefit outside the United Kingdom in the last 4 years?
By the United Kingdom we mean England, Scotland, Wales and Northern Ireland.

No ☐

Yes ☐

Which country or countries did you work or claim in?

Please tick the boxes that describe what you did while you were abroad.

Employed by a foreign employer ☐

Self-employed ☐

Employed by a UK employer ☐

Claimed foreign benefit ☐

Claimed UK benefit abroad ☐

Have you been on jury service in the last 12 weeks?

No ☐

Yes ☐

Please bring to your interview the letter you were given by the court when your jury service ended. This will tell us how long you were on jury service.

We need to know about any work that you or your partner

- are doing now
- have done in the last 12 months.

We need to know about any

- work for an employer or self-employed work
- full-time or part-time work
- permanent or casual work
- unpaid work or paid work

- voluntary work
- work as a company director
- time spent on Youth Training.

About work you do now

Are you or your partner working at the moment?

If you do voluntary work or you are temporarily absent from work, still tick Yes. You could be absent from work because of jury service or short-time working.

Date the work started

Number of hours a week usually worked

Employer's name

Employer's address

Employer's phone number

Clock or payroll number

Site or department

Your job and your partner's job

You

No ☐ Go to About work in the last 12 months on page 6.

Yes ☐ Please tell us about this below.

/ /

hours

Postcode

Code Number

Your partner

No ☐ Go to About work in the last 12 months on page 6.

Yes ☐ Please tell us about this below.

/ /

hours

Postcode

Code Number

Do you or your partner get any money for expenses?

You

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

Does the employer pay any money towards a pension for you or your partner?

No ☐

Yes ☐

No ☐

Yes ☐

Is the work you or your partner do, voluntary work?

No ☐

Yes ☐ Can you choose whether or not to be paid for the work? No ☐
Yes ☐

No ☐

Yes ☐ Can your partner choose whether or not to be paid for the work? No ☐
Yes ☐

Do you or your partner get paid for the work you do now?
If you get anything in return for working, tick Yes. This could be things like accommodation or food.

No ☐

Yes ☐ Please bring your last 5 payslips to your interview, if you have them. Now go to the next question on this page.

No ☐

Yes ☐ Please bring their last 5 payslips to your interview, if you have them. Now go to the next question on this page.

Are you or your partner self-employed or a company director?

No ☐

Yes ☐

No ☐

Yes ☐

If you ticked Yes, do you or your partner use form SC60 sent by the Inland Revenue to construction industry sub-contractors?

No ☐ If you are self-employed and want to claim income-based Jobseeker's Allowance, please fill in the form B17 we gave you.

Yes ☐ Please bring the SC60 to your interview.

No ☐ If your partner is self-employed and you want to claim income-based Jobseeker's Allowance, please fill in the form B17 we gave you.

Yes ☐ Please bring the SC60 to your interview.

Tax reference number

If you need to tell us about more than one employer, please tell us in **Other information** on page 36.

For our use

B7 issued? No ☐ Yes ☐

B17 issued? No ☐ Yes ☐

Payslips attached?

No ☐ Yes ☐

SC60 attached? No ☐ Yes ☐

Have you or your partner stopped work in the last 12 months?

If you are not working at the moment but you have been working as a supply teacher or for an employment agency, still tick Yes.

Dates you or your partner worked

Why did you or your partner stop work?

Last employer's name

Last employer's address

Last employer's phone number

Clock or payroll number

Site or department

Number of days a week usually worked

Your job and your partner's job

You

No ☐ Go to About payments from work on page 9.

Yes ☐ Please tell us about your last job.

from / / to / /

Postcode

Code Number

days

Please bring your last 2 payslips and P45 to your interview. Or bring a letter from the employer giving details of your final wage.

Your partner

No ☐ Go to About payments from work on page 9.

Yes ☐ Please tell us about their last job.

from / / to / /

Postcode

Code Number

days

Please bring their last 2 payslips to your interview. Or bring a letter from the employer giving details of their final wage.

For our use

ES84 / ES461LV issued? No ☐ Yes ☐

ES85 required? No ☐ Yes ☐

ES48S issued? No ☐ Yes ☐

Payslips attached? No ☐ Yes ☐

Were you or your partner self-employed or a company director?

You

No ☐

Yes ☐

If you ticked **Yes**, did you or your partner use form **SC60** sent by the Inland Revenue to construction industry sub-contractors?

No ☐ If you are self-employed and want to claim income-based Jobseeker's Allowance, please fill in the form **B16** we gave you.

Yes ☐ Please bring the **SC60** to your interview.

Tax reference number

Your partner

No ☐

Yes ☐

No ☐ If your partner is self-employed and you want to claim income-based Jobseeker's Allowance, please fill in the form **B16** we gave you.

Yes ☐ Please bring the **SC60** to your interview.

Have you done any other work in the last 12 months?

No ☐ Go to **About payments from work** on page 9.

Yes ☐ Please tell us about your next to last job.

Dates you worked

from / / to / /

Why did you stop work?

Employer's name

Employer's address

Postcode

Employer's phone number

Code Number

Clock or payroll number

Site or department

For our use

B16 issued? No ☐ Yes ☐

SC60 attached? No ☐ Yes ☐

ES84 / ES461LV issued? No ☐ Yes ☐

ES85 required? No ☐ Yes ☐

ES485 issued? No ☐ Yes ☐

You

Number of days a week usually worked

 days

Your job

Please bring your last 2 payslips to your interview. Or bring a letter from the employer giving details of your final wage.

Were you self-employed or a company director in your next to last job?

No ☐Yes ☐

If you have had any other jobs in the last 12 months, please tell us in Other information on page 36.

For our use

Payslips attached? No ☐ Yes ☐

About payments from work

page 9

We need to know about any payments you or your partner have received or expect to receive because a job has ended.

We mean payments to do with work but **not** for work done. This could be

- pay instead of notice
- redundancy pay
- pay for holidays not taken
- a pension refund
- compensation for losing a job
- any other payments that are **not** for work done.

In the last 12 months, have you or your partner had any payments from an employer because a job ended?

You

No ☐

Yes ☐ Please tell us the name of the employer who made the payment.

Please bring proof of this payment to your interview. And bring any other papers that say what the payment was for.

Your partner

No ☐

Yes ☐ Please tell us the name of the employer who made the payment.

Please bring proof of this payment to your interview. And bring any other papers that say what the payment was for.

Do you or your partner expect to get any payments from an employer because a job ended?

No ☐

Yes ☐ Please tell us the name of the employer who will make the payment.

No ☐

Yes ☐ Please tell us the name of the employer who will make the payment.

For our use

Proof of payment attached? No ☐ Yes ☐

Have you and your partner worked for the whole of the last 12 months?

If No, use this space to tell us how you and your partner have supported yourselves.

You

No ☐ Please tell us below how you supported yourself when you were not working.
Yes ☐ Go to About pensions below.

Your partner

No ☐ Please tell us below how they supported themselves when they were not working.
Yes ☐ Go to About pensions below.

About pensions

Are you or your partner getting a pension or waiting to get a pension in the next 3 years? This could be an occupational pension, a personal pension or a retirement annuity contract. Do not tell us about state pensions here.

Tick Yes if you get

- regular pension payments
- an annual compensation payment from a previous job
- lump sum payments from an occupational or personal pension. These could be paid yearly.

What type of pension are you or your partner getting or waiting to get?

No ☐ Go to About benefits on page 12.
Yes ☐

- Personal pension ☐
- Occupational pension ☐
- Retirement annuity contract ☐
- Public service pension ☐

No ☐ Go to About benefits on page 12.
Yes ☐

- Personal pension ☐
- Occupational pension ☐
- Retirement annuity contract ☐
- Public service pension ☐

Who pays or will pay the pension?

Their address

Their phone number

Pension or policy reference number

How much is the pension **before** any deductions?
We mean deductions like income tax, for example.

How much is the pension **after** any deductions?

When did the pension start or when will it start?

Date of first payment

For example, the pension will start on 1 May but you will not get the first payment until 15 May.

Will the pension be increased?

How much will it increase by?

Did you choose to take regular income from the pension scheme instead of buying an annuity?

You

 Postcode

 Code Number

 £ every weeks / months / year

 £ every weeks / months / year

 / /
 / /

No ☐

Yes ☐ Date of increase / /

 £

No ☐

Yes ☐ Was this the maximum income you could take?

No ☐
Yes ☐

Please bring proof of the pension to your interview. For example, a pay statement showing details of the pension.

Your partner

 Postcode

 Code Number

 £ every weeks / months / year

 £ every weeks / months / year

 / /
 / /

No ☐

Yes ☐ Date of increase / /

 £

No ☐

Yes ☐ Was this the maximum income they could take?

No ☐
Yes ☐

Please bring proof of the pension to your interview. For example, a pay statement showing details of the pension.

If you or your partner have more than one pension, please tell us in **Other information on page 36.**

For our use

Pension details attached? No ☐ Yes ☐

Does anyone care for you or your partner on a regular basis?

What is their name and address?

Who do they care for?

Do they get invalid Care Allowance for caring for you or your partner?

Tick **Yes**, if they have claimed Invalid Care Allowance and are waiting to hear about it.

You

No ☐

Yes ☐

Postcode

You ☐ Your partner ☐

No ☐

Yes ☐

Please read this list of social security benefits and answer the questions below.

- Child Benefit
 - Attendance Allowance
 - Disability Living Allowance
 - Disability Working Allowance
 - Family Credit
 - Incapacity Benefit
 - Income Support
- Industrial Death Benefit
 - Invalid Care Allowance
 - Maternity Allowance
 - Motability or any other help with mobility problems, for example, an invalid vehicle
 - One Parent Benefit
 - Retirement Pension
- Severe Disablement Allowance
 - Unemployability Supplement
 - War Pension
 - War Widow's Pension
 - Widow's Benefit
 - Widowed Mother's Allowance
 - any other social security benefit.

Tell us about all your social security benefits, even if they are not on this list.
We will tell you if they affect your Jobseeker's Allowance.

Are you or your partner getting any social security benefits?

Are you or your partner waiting to hear if you can get any social security benefits?

You

No ☐

Yes ☐ Answer the next question. Then tell us about these benefits on pages 13 and 14.

No ☐ If you answered **No** to both questions, go to **More about benefits** on page 14.

Yes ☐ Tell us about these benefits on pages 13 and 14. Give us as much information as you can.

Your partner

No ☐

Yes ☐ Answer the next question. Then tell us about these benefits on pages 13 and 14.

No ☐ If you answered **No** to both questions, go to **More about benefits** on page 14.

Yes ☐ Tell us about these benefits on pages 13 and 14. Give us as much information as you can.

Name of the benefit

Reference number

You can find this number on the order book or on letters we have sent about the benefit.

How much is paid?

How often is it paid?

What day is it paid?

How is it paid?

Date of next payment

Is any money being deducted from the benefit?

How much is being deducted?

What is it being deducted for?

You

£

Weekly ☐ Monthly ☐

Fortnightly ☐ 4 weekly ☐

Other every

By order book ☐

Straight into a bank or building society account ☐

By card at a post office ☐

By girocheque ☐

/ /

No ☐

Yes ☐

£

Your partner

£

Weekly ☐ Monthly ☐

Fortnightly ☐ 4 weekly ☐

Other every

By order book ☐

Straight into a bank or building society account ☐

By card at a post office ☐

By girocheque ☐

/ /

No ☐

Yes ☐

£

Your partner continued

£

Weekly ☐ Monthly ☐

Fortnightly ☐ 4 weekly ☐

Other every

By order book ☐

Straight into a bank or building society account ☐

By card at a post office ☐

By girocheque ☐

/ /

No ☐

Yes ☐

£

If you need to tell us about more benefits, please tell us in **Other information** on page 36.

Do you, your partner or any of the children you are claiming for, get

• Attendance Allowance

• Motability

• War Pension Mobility Supplement, or

• other help with mobility problems?

You

No ☐

Yes ☐

Your partner and children

No ☐

Yes ☐ Who gets the benefit or help?

Do you, your partner or any of the children you are claiming for, get Disability Living Allowance?

No ☐

Yes ☐

No ☐

Yes ☐ Who gets the Allowance?

Is it for help with getting around?

No ☐

Yes ☐ What rate is paid?

Lower rate ☐

Higher rate ☐

No ☐

Yes ☐ What rate is paid?

Lower rate ☐

Higher rate ☐

Is it for help with personal care?

No ☐

Yes ☐ What rate is paid?

Lowest rate ☐

Middle rate ☐

Highest rate ☐

No ☐

Yes ☐ What rate is paid?

Lowest rate ☐

Middle rate ☐

Highest rate ☐

Do you or your partner get War Widow's Pension?

No ☐

Yes ☐

No ☐

Yes ☐

Reference number

Does this include a Ministry of Defence (MOD) Special Allowance?

No ☐

Yes ☐ Please bring the award notice form MPB 661 to your interview.

No ☐

Yes ☐ Please bring the award notice form MPB 661 to your interview.

For our use

MPB 661 attached? No ☐ Yes ☐

You

Are you doing a course of education or training?

No ☐ Go to the next question on this page.

Yes ☐ Do you get a grant or any help to pay the fees for the course?

No ☐ Please fill in the form ES567S we gave you.

Yes ☐ Please fill in the form ES567S we gave you. If you want to claim income-based Jobseeker's Allowance, please fill in the form ST1 we gave you as well.

Have you finished a course of full-time education or training in the last 4 years?

For example, a government scheme such as Youth Training, Training for Work, Community Action or a college course.

No ☐ Go to What to do now on page 17.

Yes ☐ Please tell us about this under Education or Training below.

Name of the course or training scheme

Name and address of school, training centre, college or university

How many hours a week was it?

Start date and official end date

Date of final examination

Did you get a grant or any help to pay the fees for the course?

Do you intend to continue in training or full-time study in the future?

For example, a government scheme such as Youth Training, Training for Work or a college course.

Education

Postcode

 hours

 from / / to / /
 / /

No ☐

Yes ☐ We may ask for more information about this.

No ☐

Yes ☐ When will it start? / /

Training

Postcode

 hours

 from / / to / /
 / /

No ☐

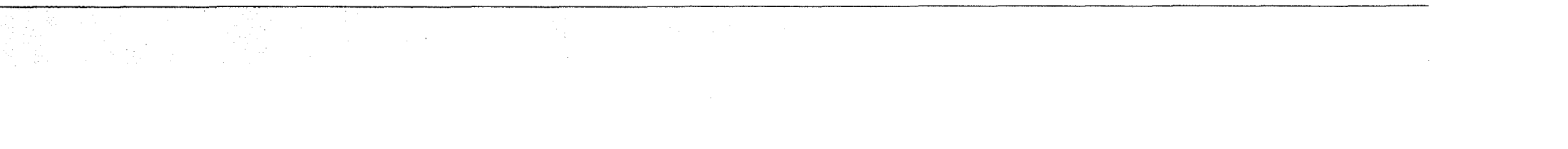
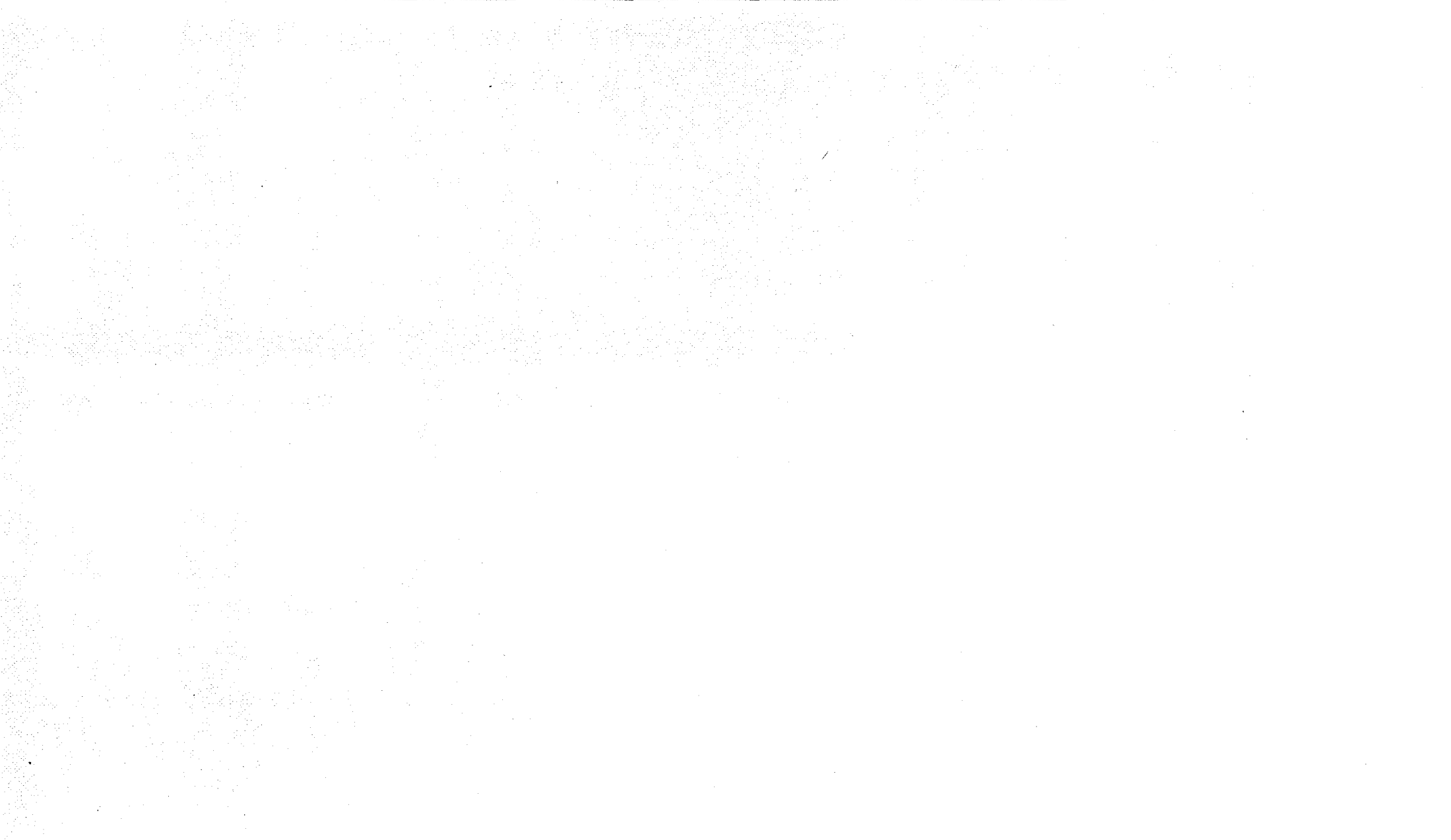
Yes ☐ We may ask for more information about this.

For our use

ES567S issued? No ☐ Yes ☐

ST1 issued? No ☐ Yes ☐

Grant details attached? No ☐ Yes ☐



If you are claiming contribution-based Jobseeker's Allowance

If you do not claim income-based Jobseeker's Allowance now, but then ask for it at a later date, we will normally only pay it from that later date.

If you are sure you do not want to claim income-based Jobseeker's Allowance, go to **Where you want to be paid** on page 34.

If you are not sure, read the notes at the front of this form to help you decide.

If you are still not sure, please answer all the questions on the form that apply to you and your partner, if you have one.

If you are claiming Income-based Jobseeker's Allowance

If you ticked the **Yes** box on page 1 to claim income-based Jobseeker's Allowance, we need more information.

Go to **About children** on page 18.

Even if you do not have any children you must answer the first question.

Then fill in the rest of the form.

About children

Do you want to claim Jobseeker's Allowance for any children?

You cannot claim for

- foster children
- children who are boarded out with you while they wait to be adopted.

No ☐ Go to Other people who live with you on page 19.

Yes ☐ Please tell us about these children.

Surname

Other names

Date of birth

Relationship to you
For example, son, niece, grandson, stepdaughter or none

Are you or your partner getting Child Benefit for this child?

 / /

No ☐ Yes ☐

 / /

No ☐ Yes ☐

 / /

No ☐ Yes ☐

 / /

No ☐ Yes ☐

 / /

No ☐ Yes ☐

 / /

No ☐ Yes ☐

 / /

No ☐ Yes ☐

Tell us in **Other information** on page 36 if

- you have any foster children
- you have children boarded out with you while they wait to be adopted
- you want to claim for more than 7 children
- you have any children who normally live with you but are in boarding school or local authority care.

Do any of these children have a living parent who does not normally live with you?

No ☐

Yes ☐ Please tell us about this in **Other information** on page 36.

Other people who live with you

page 19

We need to know about any other people who live in your household, and who you have not already told us about on this form.

We need this information to make sure we work out your housing costs correctly.

Please tell us about

- children you are not claiming for
- relatives, if they live in **your** household
- boarders and lodgers
- friends
- anyone else who lives in your household.

Do not tell us about

- people who just share a hall or bathroom or toilet with you
- your parents or other relatives, if you live with them in **their** household
- foster children or children boarded out with you while they wait to be adopted.

Does anyone live in your household, who you have not already told us about on this form?

No ☐ Go to **About savings and property** on page 21.

Yes ☐ Please tell us about these people.

Full name

Date of birth

Relationship to you

Do they work for 16 hours or more a week?

Person 1

No ☐

Yes ☐

Person 2

No ☐

Yes ☐

Full name

Date of birth

Relationship to you

Do they work for 16 hours or more a week?

Person 3

No ☐

Yes ☐

Person 4

No ☐

Yes ☐

If you need to tell us about more than 4 people, please tell us in **Other information** on page 36.

We need to know if any of the people living with you have any money coming in.

You do not have to answer these questions. But if the money they have coming in is low, you may get more money.

Tell us about

- earnings
 - social security benefits
 - any other money they have coming in.
- If they have earnings, tell us the amount before tax, National Insurance and any other money has been taken off.

Do not include

- Attendance Allowance
- Disability Living Allowance
- any money from the Macfarlane Trust, the Fund, the Eileen Trust or the Independent Living Fund.

Do they have any money coming in?

Where does the money come from?
This could be wages, a pension or benefits.

How much is coming in and how often?

Person 1

No ☐

Yes ☐

£ every weeks / months / year

Person 2

No ☐

Yes ☐

£ every weeks / months / year

Person 3

No ☐

Yes ☐

£ every weeks / months / year

Person 4

No ☐

Yes ☐

£ every weeks / months / year

Are any of these people married to each other or living together as if they are married?
We call these people partners.

No ☐

Yes ☐ Please tell us about them.

 is the partner of

 is the partner of

If you need to tell us about more than 4 people, please tell us in **Other information** on page 36.

About savings and property

page 21

We need to know about any savings, investments and property in the UK or abroad which belong to you, your partner or any of the children you are claiming for.

By the United Kingdom we mean England, Scotland, Wales and Northern Ireland.

Do you, your partner or any of the children you are claiming for have any of the following?

Please tick Yes or No for every item in the list.

Bank, building society or post office account

You and your partner

No Yes Amount

☐ ☐ £

National Savings Bank account

☐ ☐ £

Premium bonds

☐ ☐ £

Shares, unit trusts, PEPs and other investments

☐ ☐ £

Money from the sale of a house

☐ ☐ £

Money saved for something

☐ ☐ £

Money or property held in trust

☐ ☐ £

Money from a redundancy payment

☐ ☐ £

Any other money

☐ ☐ £

How much are they worth in total?

£

Children

No Yes Amount

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

Does not apply

☐ ☐ £

£

Please bring proof of all these savings to your interview if they are worth £2,500 or more in total. For example, a recent bank statement or savings account book.

Do you, your partner or any of the children you are claiming for have any National Savings Certificates?

No ☐

Yes ☐ Please tell us about this below.

National Savings Certificate issue number

Who do the certificates belong to?

How many units are held?

units

units

units

Please bring the National Savings Certificates to your interview.

If you need to tell us about more than 3 issues, please tell us in **Other information on page 36.**

For our use

Proof of savings > £2500 attached? No ☐ Yes ☐

NSC attached? No ☐ Yes ☐

Apart from the place where you live, do you, your partner or any of the children you are claiming for, own any property or land in the UK or abroad?

If the property or land is on a mortgage or loan, still tick Yes.

No ☐

Yes ☐ What is the address of the property or land?

Postcode

About other money

page 23

Do you, your partner or any of the children you are claiming for, get rent from anyone for rooms or property?

For example, from boarders, lodgers, tenants or subtenants.

No ☐

Yes ☐

Who pays the rent?

Who do they pay?

How much do they pay and how often?

What day is the rent paid?

Does this include any money for heating?

Does this include any money for meals?

Rent 1

£ every weeks / months

day

No ☐

Yes ☐

No ☐

Yes ☐

Rent 2

£ every weeks / months

day

No ☐

Yes ☐

No ☐

Yes ☐

If you need to tell us about more than 2 rents, please tell us in **Other information** on page 36.

Does anyone pay money to someone else on behalf of you, your partner or any of the children you are claiming for?

Someone might pay your gas or electricity bills, for example.

No ☐

Yes ☐

Who pays this money?

What is this money paid for?

How much money is paid and how often?

What day is the money paid?

Money 1

£ every weeks / months / year

day

Money 2

£ every weeks / months / year

day

If more than 2 things are paid on your behalf, please tell us in **Other information** on page 36.

We need to know if you, your partner or any of the children you are claiming for, have any other money coming in.

Money coming in includes

- maintenance paid
 - voluntarily
 - because of a court order
 - because of a Child Support assessment
- money from a trust fund
- any training allowance
- Statutory Sick Pay
- Statutory Maternity Pay
- benefits, allowances and pensions not from social security
- fostering fees or allowances
- student grants or loans
- money from a mortgage protection policy
- money from a charity or benevolent fund
- any other money coming in.

Do you, your partner or any of the children you are claiming for, have any other money coming in? No ☐

Yes ☐ Please bring proof of this money to your interview.

Money 1

Who gets this money?

Where does the money come from?

How much money do they get and how often?

£ every weeks / months

What day is it paid?

day

Money 2

£ every weeks / months

day

Does anyone owe you, your partner or any of the children you are claiming for, any money?

No ☐

This might be for things like

Yes ☐

- arrears of maintenance
- money lent to someone.

Person 1

Who is owed this money?

How much money are they owed?

£

What is this money owed for?

When do you expect the money to be paid back?

/ /

Person 2

£

/ /

For our use

SSP / SMP verified? No ☐ Yes ☐

Insurance policy attached? No ☐ Yes ☐

About other money continued

page 25

Do you or your partner get any payments from a credit insurance policy?

No ☐

Yes ☐

What items, if any, were bought using the credit that you had?

Which of these items are covered by the insurance policy?

Who does the insurance company make the payments to?

Direct to the supplier ☐

To you or your partner ☐

How much is paid and how often?

£ every weeks / months

When did the payments start?

When will the payments end?

No ☐

Yes ☐ Tell us about this below. Then go to **Special circumstances** on page 30.

For example, parent, friend or relative.

No ☐

Yes ☐

No ☐

Yes ☐ Please tell us the name and address of the council.

Make sure you fill in form **NHB1(HB)** to claim Housing Benefit and form **NHB1(CTB)** to claim Council Tax Benefit. Please bring them to your interview.

Postcode

No ☐

Yes ☐ Please tell us their name and address.

- Make sure you fill in form **NHB1(HB)** to claim Housing Benefit and form **NHB1(CTB)** to claim Council Tax Benefit. Please bring them to your interview.

Postcode

HB forms attached? No ☐ Yes ☐CTB forms attached? No ☐ Yes ☐

Do you or your partner pay any service charges for the place where you live?

For example, cleaning and maintenance of stairs and hallways.

No ☐

Yes ☐

How much do you pay and how often?

£ every weeks / months / year

What is this for?

If you have any papers about the service charge, please bring them to your interview.

Is the place where you live a crown tenancy or subject to a long term tenancy agreement?

By long term tenancy we mean a tenancy agreement which is for more than 21 years.

No ☐

Yes ☐ Make sure you fill in form NHB1(CTB) to claim Council Tax Benefit and bring it to your interview.

Do you or your partner live in

- a private or voluntary residential care home
- a nursing home
- a home owned or managed by a local authority.

No ☐

Yes ☐

Do you or your partner own your own home?
If the home is on a mortgage or loan or if it is leasehold or freehold, tick **Yes**.

No ☐ Go to Special circumstances on page 30.

Yes ☐ Make sure you fill in form **NHB1(CTB)** to claim Council Tax Benefit and bring it to your interview.

Do you or your partner have a mortgage or loan on your home?

No ☐

Yes ☐

Is the mortgage or loan secured on your home?

No ☐

Yes ☐

When was it taken out?

Is the mortgage or home loan for anything apart from buying the place where you live?
For example, a piece of land, a car, home improvements or repairs.

No ☐

Yes ☐ Please tell us what it is for.

Do you or your partner have a second mortgage, a home improvement loan or a loan for repairs?

No ☐

Yes ☐

Is the mortgage or loan secured on your home?

No ☐

Yes ☐

When was it taken out?

Is the mortgage or home loan for anything apart from buying the place where you live?
For example, a piece of land, a car, home improvements or repairs.

No ☐

Yes ☐ Please tell us what it is for.

For our use

CTB forms attached? **No** ☐ **Yes** ☐

Do you or your partner have an insurance policy to pay the mortgage or home loan if you become unemployed or ill?

No ☐

Yes ☐ Please bring the policy document to your interview.

Is any part of the place where you live rated as a business?

No ☐

Yes ☐

Do you or your partner pay ground rent?
This is called feu duty in Scotland.

No ☐

Yes ☐

How much is paid and how often?

£ every weeks / months / year

Is your home, or your partner's home leasehold?

No ☐

Yes ☐ When the lease was first granted, was it for more than 21 years?

No ☐

Yes ☐

How many rooms are there in your home?

Do not count the kitchen, hall, bathroom or toilet.

rooms

Is your partner if you have one, or any of the children you are claiming for who are aged 16 or over, doing a course of education or training?

No ☐Yes ☐

If they have finished a course in the last 12 months, tick Yes.

Who is doing or has just finished a course?

Name of the course or training scheme

Name of school, training centre, college or university

How many hours a week is it or was it?

Date the course ended or is expected to end

Date of final examination

Do they get, or did they get, a grant or any help to pay the fees for the course?

Person 1 hours / / / / No ☐Yes ☐ When did they get the last payment? / / **Person 2** hours / / / / No ☐Yes ☐ When did they get the last payment? / /

If you need to tell us about more than 2 people, please tell us in **Other information** on page 36.

Have you, your partner or any of the children you are claiming for, come to live or returned to live in the United Kingdom (UK) in the last 5 years? No ☐ Yes ☐

By the United Kingdom we mean England, Scotland, Wales and Northern Ireland.
This question applies to UK nationals and non-UK nationals.

	Person 1	Person 2
Who has come to live or returned to live in the UK?	<input type="text"/>	<input type="text"/>
What is their nationality?	<input type="text"/>	<input type="text"/>
Which country did they live in before coming to, or returning to live, in the UK?	<input type="text"/>	<input type="text"/>
When did they last come to the UK?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
If they have lived in the UK before this, when did they last leave the UK?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

Are you, your partner or any of the children you are claiming for, registered blind? No ☐ Yes ☐

Who is registered blind?

If anyone was registered blind but has come off the register in the last 28 weeks, please tell us about this in **Other information** on page 36.

Are you, your partner or any of the children you are claiming for, pregnant? No ☐ Yes ☐

Who is pregnant?

When is the baby expected?

No ☐

Yes ☐

_____ / _____

No ☐

Yes ☐

Page 17 of 17

_____ / _____

No ☐

Yes ☐

1. The first part of the document is a header section containing the title "THE FIRST PART OF THE DOCUMENT IS A HEADER SECTION CONTAINING THE TITLE" and the subtitle "THE FIRST PART OF THE DOCUMENT IS A HEADER SECTION CONTAINING THE TITLE".

1

Postcode

Postcode

Have you separated from a person who used to be your partner?

No ☐

We use partner to mean a person you are married to or a person you live with as if you are married to them.

Yes ☐

Their surname

Their other names

Their address

Postcode

Their date of birth

	/	/
--	---	---

Their National Insurance (NI) number,
if you know it

Letters	Numbers	Letter
---------	---------	--------

--	--	--	--	--

When did you separate?

1	1
---	---

Where you want to be paid – you can choose

You can choose where to have your Jobseeker's Allowance paid. We can arrange to pay your money straight into a bank or building society account. Or we can arrange for you to get your money at the post office, either by payment straight into a National Savings Bank account or by girocheque.

Please read these notes before you decide which option to choose.

If you get a tax refund or Back to Work Bonus while you are getting Jobseeker's Allowance, this will be paid in the same way.

1 Straight into a bank or building society account

This type of payment is the one we recommend because

- it is safer – you do not have to carry cash around
- it saves trouble – you could continue to have regular bills paid direct
- it is convenient – money can be paid into most bank or building society accounts, including the National Savings Bank, and withdrawn from any convenient branch or from a post office for a National Savings Bank account
- it could be paid into an account where it will earn interest.
- it is also less expensive for us to arrange, which saves taxpayers' money.

The account can be

- in your name, or in your partner's name
- a joint account in your name and someone else's name
- an account of a trustee, solicitor or accountant.

Payments will be made into your account on the third banking day after your normal attendance at the Jobcentre.

Finding out how much is paid into the account

We will tell you when the first payment will be made, and how much it is for. After that, please check with your bank or building society to find out how much is paid into your account. Get in touch with the office that deals with your Jobseeker's Allowance if you think you have not been paid the right amount of money.

If not enough money has been paid into the account

we will make a special payment or we may add the money we owe you onto the next payment.

If too much is paid into the account

because of the way the credit transfer system works, you will have to pay the extra money back.

For example, if you give us some information which means you are entitled to less money, but we do not have time to change the amount paid, you will have to pay back any money you are not entitled to.

What to do if you want the money paid into an account

Tell us about the account on page 35.

2 Payment at a post office

At a post office

Your girocheque should arrive by post by the third working day after your normal attendance at the Jobcentre.

What to do if you want to be paid at a post office

Tell us about the post office on page 35.

Please read the notes on the previous page before you choose where you want to be paid.

1 Payment straight into a bank or building society account

Do you want your Jobseeker's Allowance paid straight into an account?

No ☐ Please go to 2 Payment at a post office.

Yes ☐ Please tell us about the account. Then go to 2 Payment at a post office.

What name or names is the account in?

Please tick what type of account it is.

☐ Bank cheque or deposit account or building society cheque account – not a mortgage account

Name of bank or building society

Branch name

Sorting code number

Account number

Type of account.
For example deposit or current account.

☐ Girobank account

Account number

☐ Building society savings account – not a cheque or mortgage account

Name building society

Account number

☐ National Savings Bank investment account – not an ordinary account

Account number

2 Payment at a post office

Do you want to receive your Jobseeker's Allowance at a post office?

No ☐ We may still need to make some payments at a post office.
Tell us below which post office you want to use for this.

Yes ☐

Please tell us the name and address of the post office you want to use for regular or occasional payments.

Postcode

If you are not sure of the address, please ask the post office to stamp the address here.

Please use this space to tell us anything else you think we might need to know.

Continue on a separate sheet of paper, if necessary. But make sure you sign and date it and write your full name and address and National Insurance number on it.

Your declaration

Please read the notes at the front of this form before you sign and date it.

I understand that

- if I give information that is incorrect or incomplete, legal action may be taken against me
- the information I have provided will be used to process my claim for Jobseeker's Allowance. Some of the information may be checked with other sources
- the information may be used for other purposes relating to the work of the Benefits Agency and the Employment Service. Some information may be given to other government bodies as permitted by law.

I declare that

- the information I have given on this form is correct and complete
- if I have said that I want my Jobseeker's Allowance paid straight into an account, I have read and understood the notes about being paid in this way.

This is my claim for Jobseeker's Allowance.

Your signature

Date

	/		/	
--	---	--	---	--

Please tick this box if someone filled in this form for you.

☐

What to bring to your interview

page 37

Please read this list of documents and papers to make sure you bring everything that applies to you to your interview.

If you do not bring all the papers we ask for, we may not be able to deal with your claim quickly. It may help you remember what to bring if you tick the boxes next to the things that apply to you.

If you cannot bring everything, please still claim and come for your interview. If you do not you may lose benefit.

Your claim forms

- ☒ your completed *Helping you back to work* form
- ☒ this Jobseeker's Allowance claim form
- ☐ form NHB1(CTB) to claim help to pay Council Tax
- ☐ form NHB1(HB) to claim help to pay your rent

About you

- ☐ your National Insurance number card
- ☐ proof of your identity, if you do not know your National Insurance number. For example
 - driving licence
 - birth certificate.

About money

- ☐ any papers about
 - redundancy payments
 - lump sum payments
 - holiday pay
- ☐ proof of savings over £2,500 including any National Savings Certificates
- ☐ proof of any pension you have told us about
- ☐ the policy document, if you have an insurance policy to cover a mortgage or home loan
- ☐ any order books for other benefits
- ☐ proof of any other money coming in

About courses

- ☐ full details of any education or training courses
- ☐ the form ES5675 we gave you
- ☐ the form ST1 we gave you, if you or your partner get a grant, or were getting a grant

About work

- ☐ the last 2 payslips from your last job and your partner's last job
- ☐ the last 5 payslips if you or your partner are still working
- ☐ form P45
- ☐ if you or your partner have been self-employed, your tax reference number, and form SC60, if appropriate
- ☐ the form B16 or B17 we gave you, if you or your partner have been or are self-employed
- ☐ discharge papers if you have just left HM Forces
- ☐ discharge papers if you have just left prison

For our use

The answers I have given to the questions on this form have been read back to me. I agree they are true and complete.

Jobseeker's signature

Date

/ /

Interviewing officer's signature

Interviewing officer's name

Jobcentre code

BA code

Issue date

/ /

Claim details

Jobseeker's surname

Other names

NINO

Date received

/ /

Effective (TAM) date

/ /

Cycle ☐Claim file ☐Postal signer ☐

BWE day

Sought Occ

Usual Occ

JA060 input ☐

Taxation

P45 attached ☐To bring P45 ONA ☐P187 attached ☐P45 lost / destroyed / not issued ☐Agreement in force Yes ☐ No ☐

Adviser's signature

Benefit details

Sanction/LM decision/suspension ☐Straightforward ☐ES48 / ESL48 issued ☐

Signature

Name

Date

/ /

LM decision/suspension

Negative LM decision/susp applies 1

from

/ /

to

/ /

Reason for LM decision/susp

Negative LM decision/susp applies 2

from

/ /

to

/ /

Reason for LM decision/susp

Sanctions

Sanctions apply

from

/ /

to

/ /

Reason for sanctions

Jobseeker's Agreement

Secretary of State certificate

Prescribed time for
claiming extended to

/ /

Claims and Payment Regulations 19(3)

Signature

Date

/ /

Notes