

Jobseeker's Allowance

Claim form and notes about how to claim

How to claim

The best way to claim is online. You may get your benefit more quickly.

Visit **www.gov.uk/jobseekers-allowance/how-to-claim**

Or claim by phone on **0800 055 6688**.

If you have speech or hearing difficulties, contact us by textphone on **0800 023 4888**.

Lines are open Monday to Friday 8.00am to 6.00pm.

Calls to 0800 numbers are free from BT landlines and most mobiles, but you may have to pay if you use another phone company.

Please read the notes before you fill in this form.

Do not be put off because the form looks long. It will not take you as long as you think to fill in. You will not usually have to answer all the questions.

If you need any help to fill in this form, get in touch with Jobcentre Plus. This form is available in Welsh.

For our use: Office code

Office name

Issue date

 / /

jobcentreplus

Department for
Work and Pensions

JSA1 10/13

Notes 1

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. If you have a partner, you may both have to claim. See Notes 2.

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.

Contribution-based Jobseeker's Allowance is based on how much National Insurance you have paid in the last two relevant tax years.

Generally, self-employed contributions will not help you qualify for contribution-based Jobseeker's Allowance.

If you do not qualify on your United Kingdom (UK) NI contributions and you have worked outside the UK, this period of employment may help you qualify.

Ask for form **JSA31**.

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.

Fill in the answer boxes under **You** on pages **1** to **15**. Then go to **Part 17**.

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
- 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
- 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 £16,000 or less
- 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, or
- a civil partner or a person you live with as if you are civil partners.

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

- savings over £6,000
- money coming in each week. This could be
 - earnings from part-time work
 - 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.

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 can't normally get Jobseeker's Allowance if you regularly work 16 hours or more a week, on average. You must tell us if you do any work. Any money you earn may affect your benefit.

How much could I get?

Which parts of this form do I fill in?

If you are not sure what to do...

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

Notes 2: If you have a partner

Does my partner have to claim as well?

In certain cases, if you or your partner want to claim income-based Jobseeker's Allowance, you both have to claim together on this form. We call this a *joint claim* and both of you have equal responsibility for it.

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

What making a joint claim means

Making a joint claim means that you and your partner

- are both responsible for sharing the information and answering the questions on this form
- must both sign the **Declaration** at **Part 19**.

You and your partner must answer all the questions on the form that apply to you. We will give information about the claim to both of you.

Notes 3: How much you could get

For more information about Jobseeker's Allowance rates we use, please ask for our leaflet Benefit and Pension rates. This is available from Jobcentre Plus. You can also view the Jobseeker's Allowance benefit rates by visiting the DWP website.

The Jobseeker's Allowance rates usually change each April.

Do we have to make a joint claim?

Do you have a partner and no dependent children or qualifying young persons?

We use *child* to mean a person aged under 16 who you are getting Child Benefit for. We use *qualifying young person* to mean a person aged 16, 17, 18 or 19 who you are getting Child Benefit for.

Is one of you aged 18 or over and born after 28 October 1947?

Do you and your partner want to claim income-based Jobseeker's Allowance?

If you or your partner work, is it for less than 16 hours a week?

Are you and your partner both under pension age?

YES: If the answer to all these questions is **Yes**, you must usually make a joint claim.

NO: If you answer **No** to any of these questions, you and your partner do not have to make a joint claim. You do not have to fill in the parts of the form that say

More about **Your partner** if this is a joint claim

But you must still answer all the other questions that apply to your partner.

If you have a partner but you are not making a joint claim

Your partner may need to have a Work Focused Interview if:

- you are not making a joint claim, and
- you have been getting income-based Jobseeker's Allowance for 26 weeks or more.

We may reduce your benefit if your partner does not take part in their Work Focused Interview without good reason. If they take part at a later date, this reduction will stop from that date.

Notes 4: More information

Help with housing costs

If you claim income-based Jobseeker's Allowance and have:

- a mortgage
- a home loan, or
- other housing costs, for example, ground rent or certain service charges

you may be able to get more money towards the interest payments or other housing costs.

To claim Housing Benefit complete form **HCTB1** and send it to your local council. To apply for a reduction in Council Tax contact your local council direct.

If you claim contribution-based Jobseeker's Allowance

You may still be able to get help with rent and/or council tax from your local council. Fill in Housing Benefit form **HCTB1** and send it to your local council. To apply for a reduction in Council Tax contact your local council direct.

If you think you will need help with housing costs because you have a mortgage or home loan you will need to claim income-based Jobseeker's Allowance. Ask about this when you make your claim.

Under the Support for Mortgage Interest rules which came in on 5 January 2009 for new claims, if you get help with your housing costs as part of your Jobseeker's Allowance, we will only pay your housing costs for up to a maximum of two years. Ask Jobcentre Plus for more information.

If you are worried about your mortgage you can contact the National Homelessness Advice Service. You can get a leaflet from their website at www.nhas.org.uk/publications.htm

For more information and advice about mortgages go to the Money Advice Service website at www.moneyadviceservice.org.uk

If you claim by phone

You will not need to fill in form **HCTB1**. We will send you a statement of your circumstances. If you want to claim Housing Benefit you must sign this statement and send it back to us. We will send your details to your local council.

If you or your partner are ill

If either you or your partner have an illness or disability, you may wish to claim Employment and Support Allowance. If you have made a joint claim for Jobseeker's Allowance, the person who is sick may not have to meet certain Jobseeker's Allowance conditions.

If you are

- a European Economic Area (EEA) or European Union (EU) citizen, and
- not a British National

ask us how your illness may affect your right to reside in the United Kingdom.

If you want more information get in touch with Jobcentre Plus.

Child Tax Credit

You cannot claim an increase of benefit for children or qualifying young persons, but you can claim Child Tax Credit instead. To find out more about Child Tax Credit visit www.hmrc.gov.uk

You can also phone HM Revenue & Customs about Child Tax Credit on **0345 300 3900**. If you have speech or hearing difficulties you can contact them using a textphone on **0345 300 3909**.

Lines are open 8am–8pm Monday to Friday, 8am–4pm Saturday and closed Sundays, Christmas Day, Boxing Day, New Year's Day. If you need help or a form in Welsh, please phone **0300 200 1900**. Lines are open 8.30am–5pm Monday to Friday.

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us. But we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- employment and training
- private pensions policy, and
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations as the law allows, for example to protect against crime.

To find out more about how we use information, visit our website www.dwp.gov.uk/privacy-policy or contact any of our offices.

Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. Details of the standard of service you can expect from us can be found at www.dwp.gov.uk/about-dwp

You can access our website from many libraries.

For more information please contact Jobcentre Plus.

Help and advice

If you want general advice and information about Jobseeker's Allowance or social security benefits

- get in touch with Jobcentre Plus
- get in touch with an advice centre, like a Citizens Advice Bureau, or
- visit www.gov.uk

Part 1: About you and your partner

Read **Notes 1** 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.

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, or
- a civil partner or a person you live with as if you are civil partners.

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.

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 Jobcentre Plus.

Your partner

Only fill in these boxes if you want to claim income-based Jobseeker's Allowance.

Are you and your partner making a joint claim? Some people **must** make a joint claim. Read **Notes 2** to find out if this applies to you and your partner.

No ☐
Yes ☐

If you are not making a joint claim, does your partner agree to you making this claim? If **No**, still tell us as much as you can about your partner.

No ☐
Yes ☐

/ /

Mr Mrs Miss Ms Other title

/ /

Letters Numbers Letter

Part 1: About you and your partner continued

	<div>You</div> <div><div></div><div></div><div></div><div>Postcode</div></div>	<div>Your partner</div> <div><div></div><div></div><div></div><div>Postcode</div></div>
Address Please tell us your address, and tell us your partner's address, if different.		
Home phone number	<div>Code</div> <div>Number</div>	<div>Code</div> <div>Number</div>
Mobile phone number	<div>Code</div> <div>Number</div>	<div>Code</div> <div>Number</div>
Daytime phone number, if different	<div>Code</div> <div>Number</div>	<div>Code</div> <div>Number</div>
If you are homeless but have a temporary address, even if this changes from day to day, please tick this box.	<div><input type="checkbox"/> Please tell us where we can get in touch with you in the address box below.</div>	<div><input type="checkbox"/> Please tell us where we can get in touch with you in the address box below.</div>
If you are homeless and have nowhere to live at all, please tick this box.	<div><div><input type="checkbox"/> Where can we get in touch with you?</div><div><div></div><div></div><div></div><div>Postcode</div></div></div>	<div><div><input type="checkbox"/> Where can we get in touch with you?</div><div><div></div><div></div><div></div><div>Postcode</div></div></div>
Tick all the boxes that apply. If you tick more than one box, please tell us why in Part 18 Other information .	<div><div>Married or civil partner<input type="checkbox"/></div><div>Divorced or civil partnership dissolved<input type="checkbox"/></div><div>Single<input type="checkbox"/></div><div>Separated<input type="checkbox"/></div><div>Living together<input type="checkbox"/></div><div>Widowed or surviving civil partner<input type="checkbox"/></div><div>Date became widowed or surviving civil partner<div><div></div><div>/</div><div></div><div>/</div><div></div></div></div></div>	<div><div>Married or civil partner<input type="checkbox"/></div><div>Divorced or civil partnership dissolved<input type="checkbox"/></div><div>Single<input type="checkbox"/></div><div>Separated<input type="checkbox"/></div><div>Living together<input type="checkbox"/></div><div>Widowed or surviving civil partner<input type="checkbox"/></div><div>Date became widowed or surviving civil partner<div><div></div><div>/</div><div></div><div>/</div><div></div></div></div></div>

Part 1: About you and your partner continued

Are you or your partner providing regular care for a relative or friend who is ill, frail, disabled or has mental health or substance misuse problems?

You

No ☐

Yes ☐

Have you or your partner ever claimed Carer's Allowance?

Tick **Yes**, even if you were not paid any Carer's Allowance. This could have been because you were better off getting another social security benefit.

No ☐

Yes ☐

Has Carer's Allowance stopped in the last 3 months?

No ☐

Yes ☐

Date of last claim or payment

/

/

/

Full name of the person being cared for

Address of the person being cared for

Postcode

Your partner

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐

/

/

/

Postcode

Part 1: About you and your partner continued

Have you claimed any other benefits in the last 3 years?
If the claim was turned down, still tick **Yes**.
There is a list of benefits on **page 12** of this form.

Name of last benefit claimed

Date of last claim or payment

Which benefit offices dealt with the claim?

If your 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?

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

You

No ☐

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

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.

Your partner

No ☐

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

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.

Part 1: About you and your partner continued

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.

Which country or countries did you work or claim in?

Are you importing unemployment benefit from that country?

What is your nationality?

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

Do you or your partner, if you have one, have any restrictions imposed by the Home Office on your right to work in this country?

You

No ☐

Yes ☐

No ☐ Fill in the rest of this form.

Yes ☐ **Do not fill in the rest of this form.**
Give Jobcentre Plus this form and any documents you have about your benefit from abroad.

Employed by a foreign employer ☐

Self-employed ☐

Employed by a UK employer ☐

Claimed UK benefit abroad ☐ Tell us when:

from / / to / /

No ☐

Yes ☐ We will need to see your passport and any Home Office documents such as letters or forms concerning these restrictions when you attend your interview at the Jobcentre. If you do not bring these documents with you, you may not be able to continue with your claim.

More about

Your partner

if this is a joint claim

No ☐

Yes ☐

No ☐ Fill in the rest of this form.

Yes ☐ **Do not fill in the rest of this form.**
Give Jobcentre Plus this form and any documents you have about your benefit from abroad.

Employed by a foreign employer ☐

Self-employed ☐

Employed by a UK employer ☐

Claimed UK benefit abroad ☐ Tell us when:

from / / to / /

No ☐

Yes ☐ We will need to see your passport and any Home Office documents such as letters or forms concerning these restrictions when you attend your interview at the Jobcentre. If you do not bring these documents with you, you may not be able to continue with your claim.

Part 1: About you and your partner continued

Did you accompany a spouse or civil partner who is a member of HM Forces abroad?

Were you unemployed for any week during the time you were abroad?

Have you claimed or been awarded a National Insurance credit for the period of unemployment?

You

No ☐

Yes ☐

No ☐

Yes ☐

No ☐ You may wish to contact your MOD Welfare Officer to discuss if you are eligible for NI credits for your period of unemployment abroad.

Yes ☐

More about **Your partner** if this is a joint claim

No ☐

Yes ☐

No ☐

Yes ☐

No ☐ You may wish to contact your MOD Welfare Officer to discuss if you are eligible for NI credits for your period of unemployment abroad.

Yes ☐

About work

We need to know about any work you

- are doing now
- have done in the last 6 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 Work-Based Training for Young People, Skillseekers in Scotland, or Training for Work in Scotland.

Part 2: About work you do now

Are you 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

You

No ☐ Go to **Part 3 About work in the last 6 months.**

Yes ☐ Please tell us about this below.

/ /

hours

Your partner

No ☐ Go to **Part 3 About work in the last 6 months.**

Yes ☐ Please tell us about this below.

/ /

hours

Part 2: About work you do now continued

	You	Your partner
Employer's address	<div><div></div><div></div><div></div><div>Postcode</div></div>	<div><div></div><div></div><div></div><div>Postcode</div></div>
Employer's phone number	<div><div>Code</div><div>Number</div></div>	<div><div>Code</div><div>Number</div></div>
Site or department	<div></div>	<div></div>
Your job	<div></div>	<div></div>
Do you get any money for expenses?	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/></div>	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/></div>
Does the employer pay any money towards a pension for you?	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/></div>	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/></div>
Is the work you do voluntary work?	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> Can you choose whether or not to be paid for the work? <div>No <input type="checkbox"/></div><div>Yes <input type="checkbox"/></div></div>	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> Can you choose whether or not to be paid for the work? <div>No <input type="checkbox"/></div><div>Yes <input type="checkbox"/></div></div>
Do you 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.	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> Please bring the last 5 payslips to your interview, if you have them. Now go to the next question on this page.</div>	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> Please bring the last 5 payslips to your interview, if you have them. Now go to the next question on this page.</div>
Are you or your partner self-employed or a company director?	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> Please fill in the form B16 we gave you.</div>	<div>No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> Please fill in the form B16 we gave you.</div>

If you need to tell us about more than one employer, please tell us in **Part 18 Other information**.

Part 3: About work in the last 6 months

Have you had a job which ended in the last 6 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 worked

Why did you stop work?

Last employer’s name

Last employer’s address

Last employer’s phone number

Site or department

Your job

You

No ☐ Go to **Part 4 About payments from work**.

Yes ☐ Please tell us about the last job.

from / / to / /

Postcode

Code Number

Please bring your **P45** to your interview.

Your partner

No ☐ Go to **Part 4 About payments from work**.

Yes ☐ Please tell us about the last job.

from / / to / /

Postcode

Code Number

Please bring your **P45** to your interview.

Part 3: About work in the last 6 months continued

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

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

You

No ☐

Yes ☐ Please fill in the form **B16** we gave you.

You

No ☐

Yes ☐

Your partner

No ☐

Yes ☐ Please fill in the form **B16** we gave you.

More about **Your partner** if this is a joint claim

No ☐

Yes ☐

If you, or either you or your partner in a joint claim, have had any other jobs in the last 6 months, please tell us in **Part 18 Other information**.

Part 4: About payments from work

We need to know about any payments you have received in the last 6 months or expect to receive because a job has ended.

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

This could be

- any payment by way of retainer
- a pension refund.

Have you received or do you expect to receive any payment like this because a job ended?

You

No ☐

Yes ☐ Please tell us who made the payment.

Your partner

No ☐

Yes ☐ Please tell us who made the payment.

Part 5: How you have supported yourself

Have you worked for the whole of the last 6 months?

If **No**, use this space to tell us how you 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 you supported yourself when you were not working.

Yes ☐ Go to **About pensions** below.

Part 6: About pensions

Are you 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. Include payment from the Armed Forces Compensation Scheme as an occupational pension. This could include pensions that you have built up when you worked abroad. 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
- payments from the Pension Protection Fund
- Financial Assistance Scheme payments.

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

You

No ☐ Go to **Part 7 About benefits**.

Yes ☐

- Personal pension
- ☐
- Occupational, work or employee’s pension
- ☐
- Retirement annuity contract
- ☐
- Public service pension
- ☐

Your partner

No ☐ Go to **Part 7 About benefits**.

Yes ☐

- Personal pension
- ☐
- Occupational, work or employee’s pension
- ☐
- Retirement annuity contract
- ☐
- Public service pension
- ☐

Part 6: About pensions continued

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

Code	Number
------	--------

£	every	weeks / months / year
---	-------	-----------------------

£	every	weeks / months / year
---	-------	-----------------------

No ☐

Yes <input type="checkbox"/>	Date of increase	/ /
------------------------------	------------------	-----

£	
---	--

No ☐

Yes <input type="checkbox"/>	Was this the maximum income you could take?	No <input type="checkbox"/>
		Yes <input type="checkbox"/>

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

Your partner

Code	Number
------	--------

£	every	weeks / months / year
---	-------	-----------------------

£	every	weeks / months / year
---	-------	-----------------------

No ☐

Yes <input type="checkbox"/>	Date of increase	/ /
------------------------------	------------------	-----

£	
---	--

No ☐

Yes <input type="checkbox"/>	Was this the maximum income you could take?	No <input type="checkbox"/>
		Yes <input type="checkbox"/>

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

If you have more than one pension, please tell us in **Part 18 Other information.**

Part 7: About benefits

Does anyone care for you on a regular basis?

What is their name and address?

Do they get Carer’s Allowance for caring for you? Tick **Yes**, if they have claimed Carer’s Allowance and are waiting to hear about it.

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

- Attendance Allowance
 - Bereavement Allowance
 - Carer’s Allowance
 - Disability Living Allowance
 - Employment and Support Allowance
 - Incapacity Benefit
 - Income Support
 - Industrial Death Benefit
- Industrial Injuries Disablement Benefit
 - Maternity Allowance
 - Motability or any other help with mobility problems, for example, an invalid vehicle
 - Pension Credit
 - Personal Independence Payment
 - Reduced Earnings Allowance
 - State Pension
 - Severe Disablement Allowance
- Unemployability Supplement
 - Universal Credit
 - Widow’s Benefit
 - Widowed Mother’s Allowance
 - Widowed Parent’s Allowance
 - any benefits paid by other countries
 - 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 getting any benefits?

Are you waiting to hear if you can get any benefits?

You

No ☐

Yes ☐

Postcode

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

Postcode

No ☐

Yes ☐

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 **Part 8 More about benefits.**

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 **Part 8 More about benefits.**

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

Part 7: About benefits continued

Name of the benefit

Reference number

You can find this number 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

Direct into a bank or building society account ☐

 / /

No ☐

Yes ☐

£

Your partner

£

Weekly ☐ Monthly ☐
Fortnightly ☐ 4 weekly ☐
Other

Direct into a bank or building society account ☐

 / /

No ☐

Yes ☐

£

Your partner continued

£

Weekly ☐ Monthly ☐
Fortnightly ☐ 4 weekly ☐
Other

Direct into a bank or building society account ☐

 / /

No ☐

Yes ☐

£

If you need to tell us about more benefits, please tell us in **Part 18 Other information**.

Part 8: More about benefits

Do you or your partner or any of the children or qualifying young persons you have told us about on this form get

- Attendance Allowance
- Motability
- War Pension Mobility Supplement, or
- other help with mobility problems?

You

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

Children or qualifying young persons

No ☐

Yes ☐ Who gets the benefit or help?

Part 8: More about benefits
continued

<p>Do you or your partner or any of the children or qualifying young persons you have told us about on this form get Disability Living Allowance?</p>	<p>You</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>Your partner</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>Children or qualifying young persons</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Who gets the Allowance?</p> <div></div>
<p>Is it for help with getting around?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Lower rate <input type="checkbox"/> Higher rate <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Lower rate <input type="checkbox"/> Higher rate <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Lower rate <input type="checkbox"/> Higher rate <input type="checkbox"/></p>
<p>Is it for help with personal care?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Lowest rate <input type="checkbox"/> Middle rate <input type="checkbox"/> Highest rate <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Lowest rate <input type="checkbox"/> Middle rate <input type="checkbox"/> Highest rate <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Lowest rate <input type="checkbox"/> Middle rate <input type="checkbox"/> Highest rate <input type="checkbox"/></p>
<p>Do you or your partner or any of the children or qualifying young persons you have told us about on this form get Personal Independence Payment?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Who gets the Allowance?</p>
<p>Is it for help with getting around?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Standard rate <input type="checkbox"/> Enhanced rate <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Standard rate <input type="checkbox"/> Enhanced rate <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Standard rate <input type="checkbox"/> Enhanced rate <input type="checkbox"/></p>
<p>Is it for help with personal care?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Standard rate <input type="checkbox"/> Enhanced rate <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Standard rate <input type="checkbox"/> Enhanced rate <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> What rate is paid? Standard rate <input type="checkbox"/> Enhanced rate <input type="checkbox"/></p>
<p>Do you get War Widow's or War Widower's Pension?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	
<p>Reference number</p>	<div></div>	<div></div>	
<p>Does this include a Ministry of Defence (MOD) Special Allowance?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Please bring the award notice to your interview.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Please bring the award notice to your interview.</p>	

Part 9: Education and training

Have you attended a course of education or training in the last 6 months?
If the course is continuing, still tick **Yes**.

Was the course education or training?

Name of the course or training scheme

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

Number of hours a week

Start date and **official** end date

Date of final examination

Are you getting, or did you get, any funding in relation to your studies from a local authority or department, or any other source?

You do not need to tell us about a Jobcentre Plus Allowance Payment.

Do you intend to continue in training or full-time study in the future?
For example, a government scheme such as Work-Based Training for Young People, Skillseekers (Scotland), Work-Based Learning (Wales), Training for Work (Scotland), or a college course.

You

No ☐ Go to **What to do now** on **page 16**.

Yes ☐ Please tell us about this below.

Education ☐ Training ☐

Postcode

hours

from / / to / /

/ /

No ☐

Yes ☐ If the course is continuing, please fill in the forms **ES567SJP** and **ST1** we gave you.

No ☐

Yes ☐ When will it start? / /

Your partner

No ☐ Go to **What to do now** on **page 16**.

Yes ☐ Please tell us about this below.

Education ☐ Training ☐

Postcode

hours

from / / to / /

/ /

No ☐

Yes ☐ If the course is continuing, please fill in the forms **ES567SJP** and **ST1** we gave you.

No ☐

Yes ☐ When will it start? / /

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 **Part 17 How we pay you.**

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 Part 10

About children or qualifying young persons living permanently in your household

Even if you do not have any children or qualifying young persons you must answer the first question. Then fill in the rest of the form.

- We use *child* to mean a person aged under 16 who you are getting Child Benefit for.
- We use *qualifying young person* to mean a person aged 16, 17, 18 or 19 who you are getting Child Benefit for.

Part 10: About children or qualifying young persons living permanently in your household

Do you have any children or qualifying young persons living permanently in your household who are dependent on you?

No ☐ Go to Part 11 Other people who live with you.
Yes ☐ Please tell us about these children or qualifying young persons.

Do not include details below for

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

Children or qualifying young persons living permanently in your household who are dependent on you			Relationship to you		Relationship to your partner	Are you or your partner getting or have you claimed Child Benefit for this child or qualifying young person?	Does the child or qualifying young person have a parent or parents who live somewhere else?
Surname	Other names	Date of birth	Male or female M F		For example, son, daughter, niece, grandson, stepdaughter or none		
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>

Tell us in Part 18 Other information

- if you have more than 7 children or qualifying young persons
- if you have any children or qualifying young persons who normally live with you but are in boarding school or local authority care.

If you have told us about a child or qualifying young person who has a parent who lives somewhere else, please ask us for the leaflet about child maintenance options if you are claiming benefit. You can get it from Jobcentre Plus.

Do you or your partner get Child Tax Credit for any of the children or qualifying young persons living with you?

No ☐
Yes ☐

Part 11: Other people who live with you

We need to know about any other people who live in the same household as you.

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

Please tell us about

- children or qualifying young persons you have not already told us about in **Part 10**
- relatives, if they live in **your** household
- boarders and lodgers
- friends
- anyone else who lives in your household.

Do not tell us about

- members of your immediate family, if you live with them **in their household**
- people who just share a hall or bathroom or toilet with you, or who live in a separate flat or bedsit in the same house
- other residents, if you live in a care home
- foster children, or children or qualifying young persons boarded out with you while they wait to be adopted.

Does anyone live in the same household as you who you have not already told us about in this form?

No ☐ Go to **Part 12 About bank and building society accounts, savings and property.**

Yes ☐ Please tell us about these people.

Full name

Title

Sex

Date of birth

Relationship to you

What do they do?

For example, full time student, student nurse, apprentice, careworker, Work Based Training for Young People, work, at school.

If they are a student, please tell us the first and last date of their current academic year

Do they pay you rent or board and lodging?

Person 1	Person 2
<input type="text"/>	<input type="text"/>
<div>Mr Mrs Miss Ms</div> <div>Other title <input type="text"/></div>	<div>Mr Mrs Miss Ms</div> <div>Other title <input type="text"/></div>
Male <input type="checkbox"/>	Male <input type="checkbox"/>
Female <input type="checkbox"/>	Female <input type="checkbox"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/> / <input type="text"/>
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> How much and how often do they pay you?	Yes <input type="checkbox"/> How much and how often do they pay you?
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>

Part 11: Other people who live with you continued

Do they normally live with you?

If **No**, where do they normally live?

What date did you start sharing this accommodation with this person?

Why did you start to share accommodation with this person?

How long do you expect this to continue?

Why do you think this?

Has the person shared accommodation with you in the past?

Full name

Title

Sex

Date of birth

Relationship to you

What do they do?

For example, full time student, student nurse, apprentice, careworker, Work Based Training for Young People, work, at school.

If they are a student, please tell us the first and last date of their current academic year

Do they pay you rent or board and lodging?

Person 1	Person 2
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<input type="text"/>	<input type="text"/>
<input type="text" value="/"/>	<input type="text" value="/"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Person 3	Person 4
<input type="text"/>	<input type="text"/>
Mr Mrs Miss Ms Other title <input type="text"/>	Mr Mrs Miss Ms Other title <input type="text"/>
Male <input type="checkbox"/>	Male <input type="checkbox"/>
Female <input type="checkbox"/>	Female <input type="checkbox"/>
<input type="text" value="/"/>	<input type="text" value="/"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text" value="/"/>	<input type="text" value="/"/>
<input type="text" value="/"/>	<input type="text" value="/"/>
to <input type="text" value="/"/>	to <input type="text" value="/"/>
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> How much and how often do they pay you?	Yes <input type="checkbox"/> How much and how often do they pay you?
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>

Part 11: Other people who live with you continued

Do they normally live with you?

If **No**, where do they normally live?

What date did you start sharing this accommodation with this person?

Why did you start to share accommodation with this person?

How long do you expect this to continue?

Why do you think this?

Has the person shared accommodation with you in the past?

Person 3	Person 4
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

If you need to tell us about more than 4 people, please tell us in **Part 18 Other information**.

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 they do not have much money coming in you may get more Jobseeker's Allowance.

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 tell us about any money from

- Attendance Allowance
- Disability Living Allowance
- Personal Independence Payment
- the Macfarlane Trust
- the Fund
- the Eileen Trust
- the Independent Living Fund
- the Skipton Fund
- MFET Limited, or
- the Caxton Foundation.

Do they work for 16 hours or more a week?

What is their gross pay?

How often are they paid?
For example, weekly or monthly.

Do they get Income Support, Jobseeker's Allowance, Employment and Support Allowance or Pension Credit?

Person 1	Person 2
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Please tell us which one.	Yes <input type="checkbox"/> Please tell us which one.
<input type="text"/>	<input type="text"/>

Part 11: Other people who live with you
continued

	Person 1	Person 2
Do they have any other money coming in? What is it? How much is it each week?	No <input type="checkbox"/> Yes <input type="checkbox"/> <input type="text"/> £ <input type="text"/> every week	No <input type="checkbox"/> Yes <input type="checkbox"/> <input type="text"/> £ <input type="text"/> every week
Do they work for 16 hours or more a week? What is their gross pay? How often are they paid? For example, weekly or monthly.	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> <input type="text"/>
Do they get Income Support, Jobseeker's Allowance, Employment and Support Allowance or Pension Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us which one. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us which one. <input type="text"/>
Do they have any other money coming in? What is it? How much is it each week?	No <input type="checkbox"/> Yes <input type="checkbox"/> <input type="text"/> £ <input type="text"/> every week	No <input type="checkbox"/> Yes <input type="checkbox"/> <input type="text"/> £ <input type="text"/> every week
If you need to tell us about more than 4 people, please tell us in Part 18 Other information .		
Are any of these people you have told us about <ul style="list-style-type: none"> married to each other or living together as if they are married, or civil partners or living together as if they are civil partners? We call these people <i>partners</i> .	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about them. <input type="text"/> is the partner of <input type="text"/> is the partner of	

Part 12: About bank and building society accounts, savings and property

We need to know about any money, savings, investments and property in the United Kingdom (UK) or abroad which belong to you, your partner, or any of the children or qualifying young persons in your household.

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

Do you or your partner have any of the following?

Please tick **No** or **Yes** for every item in the list.
Tell us about accounts even if they are not in credit.

Bank accounts, including current accounts

Building society accounts, including current accounts

Post Office® accounts

National Savings & Investments account

Premium bonds

Unit trusts, ISAs, 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

Income Bonds or Capital Bonds

Any other money or savings of any kind, including online accounts such as PayPal

Shares – if you or your partner have more than one type of shares, please tell us about them in **Part 18 Other information**.

How much are your and your partner's savings worth in total?

If this amount is currently less than £5,500, has it been more than £5,500 during the last 6 months? Please bring proof of this to your interview.

You

No Yes Amount

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £ Number of shares

Name of company

£

No

☐

Yes

☐

Bring proof of all these savings to your interview if the total is £5,500 or more. For example, a bank statement issued within the last month or savings account book updated within the last month.

Your partner

No Yes Amount

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £

☐ ☐ £ Number of shares

Name of company

☐☐

Part 12: About bank and building society accounts, savings and property continued

Do you or your partner have any National Savings Certificates?

National Savings Certificate issue number

Who do the certificates belong to?

How many units are held?

No ☐

Yes ☐ Please tell us about this below.

If you or your partner have more than 3 issues, please tell us in **Part 18 Other information**.

We may write to you about this at a later date.

Apart from the home you live in, do you or your partner own or jointly own any other property or land in the UK or abroad?

Tick **Yes** if the property or land is

- on a mortgage or loan, or
- jointly owned.

No ☐

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

Who does this property or land belong to?

Have you or your partner sold any property other than where you lived during the last 6 months?

No ☐

Yes ☐ Please bring proof of this to your interview.

Have you or your partner received a lump sum payment in the last 52 weeks because of a personal injury?

We do not need to know about lump sum payments held in a Personal Injury Trust.

You

No ☐

Yes ☐ On what date did you get it?

How much?

Your partner

No ☐

Yes ☐ On what date did your partner get it?

How much?

We may write to you about this at a later date.

Part 13: About other money

Do you or your partner get rent from anyone for rooms or property?

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

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?

Does anyone pay money to someone else on behalf of you or your partner?

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

Who pays this money?

What is this money paid for?

How much money is paid and how often?

What day is the money paid?

No ☐

Yes ☐

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 **Part 18 Other information.**

No ☐

Yes ☐

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 **Part 18 Other information.**

Part 13: About other money continued

Do you or your partner or anyone else you are claiming Jobseeker’s Allowance for, receive maintenance payments?

This includes maintenance paid

- voluntarily, or
- because of a written agreement, or
- because of a court order.

Who gets the money?

Who is the payment for?

Who is paying you this money?

How much do they pay and how often?

What day is it paid?

Do you or your partner hold any money or property, in this country or abroad, which belongs to someone else?

By *money* we mean things like bank accounts or investments.

We need to know if you or your partner have any other money coming in.

Money coming in includes

- money from a trust fund
- fostering fees or allowances
- Statutory Sick Pay
- Statutory Maternity Pay
- any training allowance – for example, from
 - Skillseekers in Scotland
 - Training for Work in Scotland
 - Work-Based Learning in Wales
 - Work-Based Training for Young People

No ☐

Yes ☐ Please tell us about this below.

Maintenance 1

£ every weeks / months

day

Maintenance 2

£ every weeks / months

day

No ☐

Yes ☐ Is this money or property in your or your partner’s name?

No ☐

Yes ☐ Please tell us about them in **Part 18 Other information.**

- Guardian's Allowance
- Child Benefit
- Child Benefit – Lone Parent Rate
- Child Tax Credit
- Working Tax Credit
- War Pension
- War Widow’s, or Widower’s, Pension
- payments from the Pension Protection Fund

- Financial Assistance Scheme payments
- benefits, allowances and pensions not from social security
- student grants or loans
- money from a mortgage protection policy
- money from a charity or benevolent fund
- any other money coming in.

Part 13: About other money
continued

Do you or your partner have any other money coming in?

No ☐

Yes ☐

Please bring proof of this money to your interview, unless it is proof of Child Benefit.

Money 1

Money 2

Who gets this money?

Where does the money come from?

How much money do they get and how often?

£ every weeks / months / year

£ every weeks / months / year

What day is it paid?

day

day

Are you or your partner currently getting Return to Work Credit?

No ☐

Yes ☐

Did you or your partner get Return to Work Credit in the last 3 months?

No ☐

Yes ☐

What was the date of the last payment?

/ /

Do you or your partner get In Work Credit?

No ☐

Yes ☐

Does anyone owe you or your partner any money?

This might be for things like

- arrears of maintenance
- money lent to someone.

No ☐

Yes ☐

Person 1

Person 2

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?

/ /

/ /

Part 13: About other money continued

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

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?

How much is paid and how often?

When did the payments start?

No ☐

Yes ☐

Direct to the supplier ☐ To you or your partner ☐ To the credit company ☐

£ every weeks / months

/ /

When will the payments end?

/ /

Part 14: Where you live

Do you or your partner live with parents, relatives or friends as part of their family?

Full name of the head of the household

Relationship to you
For example, parent, friend or relative.

You

No ☐

Yes ☐ Tell us about this below. Then go to **Part 16 Special circumstances.**

No ☐

Yes ☐ What is the name of the other person you share with?

Your partner

No ☐

Yes ☐ Tell us about this below. Then go to **Part 16 Special circumstances.**

No ☐

Yes ☐ What is the name of the other person you share with?

Do you or your partner share the rent for the place where you live with anyone else?

Tick **No**, if you or your partner just share the rent with each other.

Part 14: Where you live continued

Do you or your partner rent your home from a council?

If the council is paying for you to stay in bed and breakfast, or a hotel, tick **Yes**.

If you do not pay rent because you get Housing Benefit, tick **Yes**.

To claim Housing Benefit fill in form **HCTB1** and post it to your local council. To apply for a reduction in Council Tax contact your local council direct. Housing Benefit and a reduction in Council Tax do not affect the amount of Jobseeker's Allowance you get.

Are you or your partner already getting, waiting to hear about or intending to claim Housing Benefit, or apply for a Council Tax reduction?

Housing Benefit and a reduction in Council Tax do not affect the amount of Jobseeker's Allowance you can get.

Do you or your partner pay a private landlord, landlady or housing association for the place where you live?

Tick **Yes** even if

- just pay rent for the place where you live, or
- you pay for meals as well, or
- live in a hotel, guest house, hostel or somewhere like this.

Is the home where you or your partner live a crown tenancy?

Is your landlord a government department or the Crown?

You

No ☐

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

Postcode

No ☐

Yes ☐

To claim Housing Benefit fill in form **HCTB1** and post it to your local council. To apply for a reduction in Council Tax contact your local council direct.

No ☐

Yes ☐ Please tell us about this below.

Name

Address

Postcode

No ☐

Yes ☐

No ☐

Yes ☐

To claim Housing Benefit fill in form **HCTB1** and post it to your local council. To apply for a reduction in Council Tax contact your local council direct.

Your partner

No ☐

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

Postcode

No ☐

Yes ☐

No ☐

Yes ☐ Please tell us about this below.

Name

Address

Postcode

No ☐

Yes ☐

No ☐

Yes ☐

Part 14: Where you live continued

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

For example

- cleaning hallways
- lighting stairways
- general maintenance.

How much do you pay and how often?

What does this payment cover?

When did you or your partner start paying these charges?

Are the service charges payable as a condition of the occupancy?

If these charges are shared among several households, please tell us what your share of the service charge is.

Do any of the service charges include an amount towards a contingency fund, a reserve fund or a sinking fund?

If your service charge includes any amounts for major repairs, please tell us what these repairs are.

You

No ☐

Yes ☐

£ every weeks / months / year

/ /

No ☐

Yes ☐

No ☐

Yes ☐ Please tell us below what the money in this fund is to be used for.

Your partner

No ☐

Yes ☐

£ every weeks / months / year

/ /

No ☐

Yes ☐

No ☐

Yes ☐ Please tell us below what the money in this fund is to be used for.

Please send us proof of your service charges.

For example, an itemised statement from your landlord or a copy of the annual bill showing what items the service charges cover.

Part 14: Where you live continued

	You	Your partner
Do you agree to Jobcentre Plus contacting your service provider or management company about your service charges and for your service provider or management company disclosing information about them with Jobcentre Plus?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner pay ground rent for your home?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below. £ <input type="text"/> every <input type="text"/> weeks / months / year <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below. £ <input type="text"/> every <input type="text"/> weeks / months / year <input type="text"/> / <input type="text"/> / <input type="text"/>
How much do you pay and how often?		
When did you or your partner start paying ground rent?		
Is the ground rent payable as a condition of the occupancy?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Please send us proof of your ground rent. For example, your lease.		
Is your home, or your partner's home, a leasehold property?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner pay rent under a long-term tenancy agreement? By long-term tenancy we mean a tenancy agreement that is for more than 21 years.	No <input type="checkbox"/> Yes <input type="checkbox"/> How much is the rent? £ <input type="text"/> every <input type="text"/> weeks / months / year	No <input type="checkbox"/> Yes <input type="checkbox"/> How much is the rent? £ <input type="text"/> every <input type="text"/> weeks / months / year
Is any part of the place where you or your partner live rated as a business?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below. <input type="text"/> % <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below. <input type="text"/> % <input type="text"/> / <input type="text"/> / <input type="text"/>
What percentage of the property are business rates paid for?		
When was the property rated as a business?		
Please send us proof of this. For example, a copy of Council Tax or rates bill showing the proportion of your home that is business-related.		

Part 14: Where you live continued

Do you pay any other charges on your home?
For example, rent charges.

How much do you pay and how often?

What does this payment cover?

When did you or your partner start paying these charges?

If these charges are shared amongst several households, please tell us what your share of the service charge is.

You	Your partner
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Please tell us about this below.	Yes <input type="checkbox"/> Please tell us about this below.
£ <input type="text"/> every <input type="text"/> weeks / months / year	£ <input type="text"/> every <input type="text"/> weeks / months / year
<input type="text"/>	<input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/>

Part 15: Owning your own home

Do you or your partner own your own home?
Tick **Yes** if the property is leasehold or freehold.

No <input type="checkbox"/> Go to Part 16 Special circumstances.
Yes <input type="checkbox"/> To apply for a reduction in Council Tax contact your local council direct. Housing Benefit and a reduction in Council tax do not affect the amount of Jobseeker’s Allowance you get.

No <input type="checkbox"/> Go to Part 16 Special circumstances.
Yes <input type="checkbox"/> Please tell us about the bank, building society or other lender where your loan is paid to.
Name of lender <input type="text"/>
Loan reference number <input type="text"/>
How much did you borrow? £ <input type="text"/>
What date was the loan taken out? <input type="text"/> / <input type="text"/> / <input type="text"/>
Whose name is the loan in? Yours <input type="checkbox"/> Your partner’s <input type="checkbox"/> Both <input type="checkbox"/>
Are any of your loans secured on the property? No <input type="checkbox"/>
Yes <input type="checkbox"/>

Part 15: Owning your own home continued

Is the loan shared with anyone else?

For example, a partner, ex-partner, mother or sister, even if they live separately now.

No ☐

Yes ☐ Please tell us their full name and relationship to you.

Do they still contribute towards the repayments?

No ☐

Yes ☐ What percentage of the repayments are you responsible for? For example, 50%.

 %

Has the loan been taken out to purchase your home?

No ☐

Yes ☐

What date was the property purchased?

 / /

Is this the original loan that was first used to purchase the property?

No ☐ Please answer the questions below.

Yes ☐

What was the amount originally borrowed to purchase your home?

 £

On what date was the original loan taken out?

 / /

Who was the original lender?

How much did you pay back on the original loan?

 £

Part 15: Owning your own home continued

Is there an insurance policy that pays on the loan if you or your partner become sick or unemployed?

Have you made a claim on the insurance policy?

Will the insurance cover your payments to the lender?

We will write to you later for more information on your mortgage protection policy.

Is the loan for anything except buying the property?

Was the loan used for transfer of equity?
For example, to buy out an ex-partner or former owner's share.

Was the loan used for debt consolidation?
Debt consolidation means bringing all your debts together, so you can make one monthly payment to just one lender.

No ☐

Yes ☐

No ☐

You or your partner should make a claim on the policy as soon as possible.

Yes ☐

When do you expect to get the first payment?

/ /

No ☐

Yes ☐

No ☐

Yes ☐

What was the money used for?

Home improvements

☐

We will write to you about this.

Repairs

☐

We will write to you about this.

Other

☐

Please tell us below what was done with the rest of the loan.
For example, buying a piece of land, or buying a car.

No ☐

Yes ☐

Please tell us how much was used.

£

No ☐

Yes ☐

Please tell us how much was used.

£

Part 15: Owning your own home continued

Did this amount include any redemption fees?

A redemption fee is a charge made by the lender if you pay off the mortgage or home improvement loan early.

No ☐

Yes ☐ Please tell us how much the fees were.

£

Have you or your partner purchased your property through a shared ownership scheme through a Housing Association?

Are you or your partner paying part rent and part mortgage to buy the property where you live?

No ☐

Yes ☐

No ☐

Yes ☐

What was the title of the shared ownership scheme?

If you or your partner have purchased your property through a shared ownership scheme, do you or your partner have to pay a separate fee to the Home Buy Agent after 3 years or more?

No ☐

Yes ☐ Amount of fee.

£

Part 15: Owning your own home continued

Do you or your partner have any other loans secured on your home?

Name of lender

Loan reference number

How much did you borrow?

What date was the loan taken out?

Whose name is the loan in?

Is the loan shared with anyone else?

For example, a partner, ex-partner, mother or sister, even if they live separately now.

Do they still contribute towards the repayments?

Has the loan been taken out to purchase your home?

No ☐ Go to **Part 16 Special circumstances.**

Yes ☐ Please tell us about them below. If you need to tell us about more than three loans, please use the space in **Part 18 Other information.**

Loan 2

£

/ /

Yours ☐ Your partner's ☐ Both ☐

No ☐

Yes ☐ Tell us their full name and relationship to you.

No ☐

Yes ☐ What percentage of the repayments are you responsible for? For example, 50%.

%

No ☐

Yes ☐

Loan 3

£

/ /

Yours ☐ Your partner's ☐ Both ☐

No ☐

Yes ☐ Tell us their full name and relationship to you.

No ☐

Yes ☐ What percentage of the repayments are you responsible for? For example, 50%.

%

No ☐

Yes ☐

Part 15: Owning your own home continued

Is there an insurance policy that pays on the loan if you or your partner become sick or unemployed?

Have you made a claim on the insurance policy?

Will the insurance cover your payments to the lender?

What was the money used for?

Was the loan used for transfer of equity?

For example, to buy out an ex-partner or former owner's share.

Was the loan used for debt consolidation?

Debt consolidation means bringing all your debts together, so you can make one monthly payment to one lender.

Loan 2

No ☐

Yes ☐

No ☐ You or your partner should make a claim on the policy as soon as possible.

Yes ☐ When do you expect to get the first payment?

/ /

No ☐

Yes ☐

Loan 3

No ☐

Yes ☐

No ☐ You or your partner should make a claim on the policy as soon as possible.

Yes ☐ When do you expect to get the first payment?

/ /

No ☐

Yes ☐

We will write to you later for more information on your mortgage protection policy.

Home improvements ☐ We will write to you about this.

Repairs ☐ We will write to you about this.

Other ☐ Tell us below what was done with the rest of the loan.
For example, buying a car.

Home improvements ☐ We will write to you about this.

Repairs ☐ We will write to you about this.

Other ☐ Tell us below what was done with the rest of the loan.
For example, buying a car.

No ☐

Yes ☐ Please tell us how much was used.

£

No ☐

Yes ☐ Please tell us how much was used.

£

No ☐

Yes ☐ Please tell us how much was used.

£

No ☐

Yes ☐ Please tell us how much was used.

£

Part 15: Owning your own home continued

Did this amount include any redemption fees?
A redemption fee is a charge made by the lender if you pay off the mortgage or home improvement loan early.

Do you or your partner have any other loans secured on your home?

Do you agree to Jobcentre Plus contacting your loan provider about your mortgage, remortgage or home improvement loan and for your lender disclosing information about them with Jobcentre Plus?

Loan 2	Loan 3
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Please tell us how much the fees were. £ <input type="text"/>	Yes <input type="checkbox"/> Please tell us how much the fees were. £ <input type="text"/>
No <input type="checkbox"/> Go to Part 16 Special circumstances .	
Yes <input type="checkbox"/> How many loans do you or your partner have that you haven't already told us about? <input type="text"/>	
Please use the space below to give us the same details as you already have for your first 3 loans.	
<div></div>	
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<div>This is so we can get all the information we need to make a quick decision on your claim.</div>	

Part 16: Special circumstances

Are any of the children or qualifying young persons living in your household who are aged 16 or over doing a course of education or training?

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

Are they getting, or did they get, any funding in relation to their studies from a local authority or department, or any other source?

You do not need to tell us about a Jobcentre Plus Allowance Payment.

Are you or your partner, or any of the children or qualifying young persons you have told us about on this form, registered blind, partially sighted or severely sight impaired?

Are you or your partner, or any of the children or qualifying young persons you have told us about on this form, severely mentally impaired?

Are you or your partner, or any of the children or qualifying young persons you have told us about on this form, pregnant?

Who is pregnant?

When is the baby expected?

No ☐

Yes ☐ Please tell us about this below.

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 **Part 18 Other information**.

No ☐

Yes ☐ Who is registered blind or severely sight impaired?

If anyone was registered blind or severely sight impaired but has come off the register in the last 28 weeks, please tell us about this in **Part 18 Other information**.

No ☐

Yes ☐ Who is severely mentally impaired?

No ☐

Yes ☐

 / /

Part 16: Special circumstances continued

Are you or your partner, or any of the children or qualifying young persons you have told us about on this form, sick?

Who is sick?

Please tell us about this sickness

When did the sickness start?

Have you or your partner, or any of the children or qualifying young persons you have told us about on this form, had to see a doctor regularly for medication or treatment in the last 26 weeks?

Who has the medical problem?

Please tell us about the medical problem

When did the treatment start?

Is anyone you have told us about on this form in hospital?

Who is in hospital?

When did they go into hospital?

Name and address of hospital

No ☐

Yes ☐ Please tell us about this below.

No ☐

Yes ☐ Please tell us about this below.

No ☐

Yes ☐ Please tell us about this below.

Part 16: Special circumstances continued

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

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them or
- a civil partner or a person you live with as if you are civil partners.

Their surname

Their other names

Their address

Their date of birth

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

When did you separate?

Is this separation temporary?

Has this person gone abroad?

No ☐

Yes ☐ Please tell us about this below.

Postcode

/

/

Letters Numbers Letter

/

/

No ☐

Yes ☐ Please tell us about this below. For example, the reason for the separation and how long you expect it to last.

No ☐

Yes ☐ Have they gone abroad permanently? No ☐

Yes ☐

Part 16: Special circumstances continued

Will your partner continue to pay anything towards the rent or mortgage, or any household bills?

What is this payment for?

How much do you expect to get?

When will you get this payment?

How often will this be paid?

If your partner is still paying towards your mortgage, who will they make payments to?

Has your partner stopped paying you money?

You must answer all these questions where applicable to you and your partner.

If you do not, your claim may be delayed.

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

If a UK national, do you or your partner have the right of abode in the UK?

No ☐

Yes ☐ Please tell us about this below.

Payment 1

£

/ /

Payment 2

£

/ /

Payment 3

£

/ /

Payment 4

£

/ /

If you need to tell us about more payments, please use the space under **Part 18 Other information**.

To you ☐ Direct to your lender ☐

No ☐

Yes ☐ What was this payment for?

How much did you get?

When was this paid? / /

You

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

For example, you have the right of abode in the UK if you are a British citizen.

By the right of abode we mean you

- are free from immigration control, and
- do not need the permission of an immigration officer to enter the UK, and
- can live and work in the UK without restriction.

Part 16: Special circumstances continued

At any time, have

- you, your partner, or
- anyone else you are claiming Jobseeker’s Allowance for

come to live or returned to live in the United Kingdom (UK) from abroad?

Who has come to the UK?

What is their nationality?

Which country have they come from?

Was this to work in the UK?

Has the Home Office put a limit on how long they can stay in the UK?

Does their passport say no recourse to public funds?

If they have lived in the UK before, when did they last leave the UK?

Have you, your partner or anyone else you are claiming Jobseeker’s Allowance for, come to the UK under the Family Reunion Scheme?

No ☐

Yes ☐ Please tell us about this on the next page. And please send passport or immigration documents for the people you tell us about below with this form. Or you can bring the passport or documents to your local Jobcentre Plus. You can find the phone number and address on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus**.

Person 1

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐

 / /

Person 2

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐

 / /

No ☐ Please go to the next question.

Yes ☐ Please go to the next page.

Part 16: Special circumstances continued

Have you, your partner or anyone else you are claiming Jobseeker’s Allowance for, come to the United Kingdom (UK) under a sponsorship undertaking?

A *sponsorship undertaking* is a form that a relative must sign to say that they will pay for your living expenses if you settle in the UK. You can find out more by visiting **www.gov.uk/browse/citizenship**

A sponsorship undertaking is not the same as the Family Reunion Scheme.

If more than one sponsor signed the sponsorship undertaking, please tell us about them in **Part 18 Other information**.

We may get in touch with you for more information.

No ☐

Yes ☐ Please tell us about this below.

Who is being sponsored?

Name of the sponsor

Address of the sponsor

Postcode

Home Office reference number

What date did the sponsor sign the sponsorship undertaking?

/

/

Please answer all of these questions, even if you think they do not apply to you.

Are you or your partner an asylum seeker?

You	Your partner
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
No <input type="checkbox"/> If you are still an asylum seeker, you will not usually be entitled to benefit. But you may be entitled to get help from the Home Office.	No <input type="checkbox"/> If you are still an asylum seeker, you will not usually be entitled to benefit. But you may be entitled to get help from the Home Office.
Yes <input type="checkbox"/> Send us proof of the asylum application with this form. Or you can bring the proof to your local Jobcentre Plus.	Yes <input type="checkbox"/> Send us proof of the asylum application with this form. Or you can bring the proof to your local Jobcentre Plus.

Did you first apply for asylum before 3 April 2000?

Part 16: Special circumstances continued

Have you or your partner had a successful decision on an asylum application?

What was the date when you got the successful decision of your asylum application?

Have you or your partner been supported by the Home Office while waiting for a decision on your asylum application?

You

No ☐

Yes ☐ Send us proof of the decision with this form. Or you can bring the proof to your local Jobcentre Plus.

/

/

No ☐

Yes ☐ Send us details of any support given to you by the Home Office. For example, a letter from the Home Office which tells us about these things.

Your partner

No ☐

Yes ☐ Send us proof of the decision with this form. Or you can bring the proof to your local Jobcentre Plus.

/

/

No ☐

Yes ☐ Send us details of any support given to you by the Home Office. For example, a letter from the Home Office which tells us about these things.

Part 17: How we pay you

We normally pay your money into an account.

Many banks and building societies will let you collect your money at the post office.

We will tell you when we will make the first payment and how much it will be for. We will tell you if the amount we pay into the account is going to change.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the payment system works.

For example, you may give us some information, which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we take back any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you:
 - agree that we will pay you into an account, and
 - understand what we have told you above in the section **If we pay you too much money**.
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, please contact us and we will give you more information.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

If this is a joint claim form

Who do you want us to pay?

We can normally pay only one of you. You must both choose who you want us to pay.

☐ Please pay the person named under **You** on **page 1**.

or

☐ Please pay the person named under **Your partner** on **page 1**.

Sometimes we may need to pay the other person in your joint claim.

Please answer the questions about both of you on the next page.

About the account you want to use

- You can use an **account in your name**, or a **joint account**.
- You can use **someone else's account** if:
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a **credit union account**. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an **appointee** or a **legal representative** acting on behalf of the claimant, the account should be in your name only.

Please tell us your account details on the next page.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

About the account you want to use continued

You

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all 6 numbers, for example: 12-34-56.

Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

More about

Your partner

 if this is a joint claim

You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box. ☐

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Part 18: Other information

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. Make sure you tell us who the information is about.

Sign and date the sheet of paper and write your full name, National Insurance number and address on it.

If you are making a joint claim, you must both sign and date it and write your full names, National Insurance numbers and address or addresses on it.

Part 19: Declaration

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

I understand that

- if I knowingly give information that is incorrect or incomplete, my benefit may be stopped and I may be liable to prosecution or other action
- I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit
- the information I have provided will be used to process my claim for Jobseeker’s Allowance and may be used to decide my entitlement to other benefits. Some of the information may be checked with other sources
- any information provided in connection with this and any other claim may be used in connection with this and any other claim to social security benefits (including Housing Benefit) that I have made or may make
- the information may be used for other purposes relating to the work of the Department for Work and Pensions. 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 as far as I know and believe and I have included all my income and savings.

Under sections 111A(1A) and 112(1A) of the Social Security Administration Act 1992 it is an offence to fail to notify a change of circumstances promptly. Failure to tell us about a change in your circumstances promptly may result in action being taken against you.

This is my claim for Jobseeker’s Allowance.

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

You

Signature

Date

/ /

☐

More about Your partner if this is a joint claim

Signature

Date

/ /

☐

Part 20: About your interview

Name

Name

Your interview is at

Time am / pm

Your interview is at

Time am / pm

Day

Day

Date / /

Date / /

Place

Place

Our phone number

Our phone number

Your interview

The purpose of your interview with the adviser is to

- make sure you are available for and actively seeking work
- talk about types of work you are looking for and the best way of finding it
- talk about jobs, training and the other opportunities available
- draw up a Jobseeker's Agreement
- make sure your claim form is fully completed.

Please bring the claim forms and any papers we need to your interview.

Please be on time. If you are late or your forms are incomplete we may not be able to interview you. You may have to make another appointment which will delay the decision on your claim.

If you cannot come to your interview for any reason, please let us know as soon as possible. We will make another appointment as soon as we can.

Your Jobseeker's Agreement

To get Jobseeker's Allowance you must have a Jobseeker's Agreement.

This sets out details of

- when you can work
- the types of work you are willing and able to do
- what you are going to do to find work and to increase your chances of finding work – or work and training if you are 16 or 17 years old
- the help we will offer.

We will discuss your Jobseeker's Agreement at your interview.

Part 21: What to bring to your interview

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

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.

Benefit you can get because of this claim can be paid more quickly if you

- answer all the questions on this form that apply to you
- bring us all the documents we ask for.

If you have a CV, please bring it to the interview.

You	Partner
<input checked="" type="checkbox"/>	<input type="checkbox"/>
Claim forms	
	<input type="checkbox"/>
this Jobseeker's Allowance claim form	
About you and your partner	
<input type="checkbox"/>	<input type="checkbox"/>
proof of your identity	
<input type="checkbox"/>	<input type="checkbox"/>
any passports or immigration documents we have asked for	
<input type="checkbox"/>	<input type="checkbox"/>
any proof we have asked for about an asylum application	
About money	
<input type="checkbox"/>	<input type="checkbox"/>
proof of savings over £5,500	
<input type="checkbox"/>	<input type="checkbox"/>
proof of any pension you have told us about	
<input type="checkbox"/>	<input type="checkbox"/>
the policy document, if you have an insurance policy to cover a mortgage or home loan	
<input type="checkbox"/>	<input type="checkbox"/>
proof of any other money coming in except Child Benefit.	

You	Partner
<input type="checkbox"/>	<input type="checkbox"/>
About courses	
	<input type="checkbox"/>
the form ES567SJP we gave you	
<input type="checkbox"/>	<input type="checkbox"/>
the form ST1 we gave you, if you or your partner get a grant, or were getting a grant	
About work	
<input type="checkbox"/>	<input type="checkbox"/>
the last 5 payslips if you or your partner are still working	
<input type="checkbox"/>	<input type="checkbox"/>
form P45	
<input type="checkbox"/>	<input type="checkbox"/>
your tax reference number, if you or your partner have been self-employed	
<input type="checkbox"/>	<input type="checkbox"/>
the form B16 we gave you if you or your partner have been or are self-employed	
<input type="checkbox"/>	<input type="checkbox"/>
discharge papers if you have just left HM Forces.	

Declaration

The answers I have given to the questions on this form have been read back to me.

I agree they are correct and complete as far as I know and believe.

You

Claimant’s signature

Date

/ /

Interviewing officer’s signature

Interviewing officer’s name

More about Your partner if this is a joint claim

Partner’s signature

Date

/ /

Interviewing officer’s signature

Interviewing officer’s name

For our use

Jobcentre code

Benefit Processing Office

Date of issue / /

Claim details

Joint claim? Yes ☐ No ☐

Exemption applied for? Yes ☐ No ☐

Claimant's surname

Other names

NINO

Date received / / ES85 required? Yes ☐
page 8 No ☐

Effective (TAM) date / / ES85 required? Yes ☐
page 9 No ☐

BWE day

Postal signer ☐

Day of attendance Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐

JA050 / JA060 input ☐ Cycle ☐

Outstanding periods of evidence ☐ Claim file

Benefit details

Sanction or LM dec / suspension ☐ Straightforward ☐ ES48 / ESL48 issued ☐

Signature

Name

Date / /

LM decision / suspension

Negative LM dec / susp applies 1 from / / to / /

Reason for LM dec / susp

Negative LM dec / susp applies 2 from / / to / /

Reason for LM dec / susp

Taxation

P45 attached ☐ To bring P45 ONA ☐

P187 attached ☐ P45 lost / destroyed / not issued ☐

Identity – Claimant Partner

Identity checked? Yes ☐ Yes ☐
No ☐ No ☐

Notes

Claim details

Exemption applied for? Yes ☐ No ☐

Claimant's surname

Other names

NINO

Date received / / ES85 required? Yes ☐
page 8 No ☐

Effective (TAM) date / / ES85 required? Yes ☐
page 9 No ☐

Postal signer ☐

Outstanding periods of evidence ☐ Claim file ☐

Benefit details

Sanction or LM dec / suspension ☐ Straightforward ☐ ES48 / ESL48 issued ☐

Signature

Name

Date / /

LM decision / suspension

Negative LM dec / susp applies 1 from / / to / /

Reason for LM dec / susp

Negative LM dec / susp applies 2 from / / to / /

Reason for LM dec / susp

Taxation

P45 attached ☐ To bring P45 ONA ☐

P187 attached ☐ P45 lost / destroyed / not issued ☐

Identity – Claimant Partner

Identity checked? Yes ☐ No ☐ Yes ☐ No ☐

Notes