

Jobseeker's Allowance

application for re-assessment



SOCIAL
SECURITY
AGENCY

Fill in this form if you want us to re-assess your claim for Jobseeker's Allowance.

You may want us to re-assess your claim if your

- award was only for contribution-based Jobseeker's Allowance, or
- contribution-based Jobseeker's Allowance has finished.

What date do you want us to re-assess your Jobseeker's Allowance from?

This could be

- the day after you stopped getting contribution-based Jobseeker's Allowance
- the day your circumstances changed

About you and your partner

You

 / /

Your partner

Do you have a partner who is living with you?

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.

No

Yes

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

No

Yes

Surname

Other names

Any other surnames you have been known by

Title

Mr Mrs Miss Ms Other title

Mr Mrs Miss Ms Other title

Date of birth

 / /
 / /

National Insurance (NI) number

You can get this from payslips or from tax papers. Or get in touch with your Social Security or Jobs & Benefits office.

Letters Numbers Letter

Letters Numbers Letter

Address

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

 Postcode

 Postcode

Home phone number

Code Number

Code Number

Daytime phone number

Code Number

Code Number

Work Mobile Fax

Work Mobile Fax

JSA 3 04/09

For our use

Effective (TAM) date

 / /

Has your partner claimed any benefits in the last 3 years?

If the claim was turned down, still tick Yes.

There is a list of Benefits on page 10 of this form.

No

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

Name of last benefit claimed

Date of last claim or payment

Which benefit offices dealt with the claim?

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

Full name

Address

When did they move to their present address?

If you have a partner

Your partner may need to have a Work Focused Interview if you have been getting income-based Jobseeker's Allowance for 26 weeks or more.

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

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.

We need to know about any work that

- you or your partner are doing now, and
- your partner has 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

About work you or your partner do now

Part 3

Are you or your partner working at the moment?

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

You

No Go to **What to do now** on page 5.

Yes Please tell us below about this below.

Date the work started

Number of hours a week usually worked

Employer's name

Employer's address

Employer's phone number

Clock or payroll number

Site or department

Your job and your partner's job

Your partner

No Go to **What to do now** on page 5.

Yes Please tell us below about this below.

	You	Your partner
Do you or your partner get any money for expenses?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does the employer pay any money towards a pension for you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Is the work you or your partner do, voluntary work?	No <input type="checkbox"/> Yes <input type="checkbox"/> Can you choose whether or not to be paid for the work? No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Can your partner choose whether or not to be paid for the work? No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner get paid for the work you do now? If you get anything in return for working, tick Yes. This could be things like accommodation or food.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please provide your last 5 payslips, if you have them. Now go to the next question on this page.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please provide their last 5 payslips, if you have them. Now go to the next question on this page.
Are you or your partner self-employed or a company director?	No <input type="checkbox"/> Yes <input type="checkbox"/> If you are self-employed please fill in the form B16 we gave you.	No <input type="checkbox"/> Yes <input type="checkbox"/> If your partner is self-employed please fill in the form B16 we gave you.
Tax reference number	<input type="text"/>	<input type="text"/>

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

What to do now

- If you have a partner, go to **About your partner's work in the last 6 months** on page 6.
- If you do not have a partner, go to **About pensions** on page 8.

Has your partner, if you have one, had a job which ended in the last 6 months?

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

No Go to **About your partner's payments from work** on page 7.

Yes Please tell us about their last job.

Dates your partner worked

from / / to / /

Why did your partner stop work?

[Large empty text box for reasons]

Last employer's name

[Text box for employer name]

Last employer's address

[Text boxes for address and Postcode]

Last employer's phone number

Code Number

Clock or payroll number

[Text box for clock or payroll number]

Site or department

[Text box for site or department]

Number of days a week usually worked

[Text box] days

Your partner's job

[Text box for partner's job]

Please bring their P45 to your interview.

Was your partner, if you have one, self-employed or a company director?

No

Yes Please fill in the form B16 we gave you.

Tax reference number

About your partner's payments from work

Part 5

We need to know about any payments your partner has received in the last 6 months or expects 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 a retainer
- a pension refund

Has your partner received or do they expect to receive any payment like this because a job ended?

No

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

Please provide proof of this payment and any other papers that say what the payment is for.

Has your partner worked for the whole of the last 6 months?

No Please tell us below how they supported themselves when they were not working.

Yes Go to **About pensions** below.

If **No**, use this space to tell us how your partner supported themselves.

About pensions

Part 7

Are you or your partner getting a pension or waiting to get a pension in the next 3 years?

This could be an occupational pension, a personal pension or a retirement annuity contract. Include payment from the Armed Forces Compensation Scheme as an occupational pension. 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 or your partner getting or waiting to get?

You

No Go to **About benefits** on page 10.

Yes

Personal pension

Occupational, work's or employee's pension

Retirement annuity contract

Public service pension

Your partner

No Go to **About benefits** on page 10

Yes

Personal pension

Occupational, work's or employee's pension

Retirement annuity contract

Public service pension

Who pays or will pay the pension?

You

Their address

 Postcode

Your partner

 Postcode

Their phone number

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

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

Pension or policy reference number

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

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

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

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

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

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

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?

No

Yes Date of increase / /

No

Yes Date of increase / /

How much will it increase by?

£

£

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

No

Yes Was this the maximum income you could take? No Yes

No

Yes Was this the maximum income they could take? No Yes

Please provide proof of the pension. For example, a pay statement showing details of the pension.

Please provide proof of the pension. For example, a pay statement showing details of the pension.

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

Does anyone care for you on a regular basis?

You

No

Yes

What is their name and address?

Postcode

Your partner

No

Yes

Postcode

Do they get Carer's Allowance for caring for you?

No

Tick **Yes**, if they have claimed Carer's Allowance and are waiting to hear about it.

Yes

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

- Attendance Allowance
- Bereavement Allowance
- Disability Living Allowance
- Employment and Support Allowance
- Incapacity Benefit
- Income Support
- Industrial Death Benefit
- Industrial Injuries Disablement Benefit
- Carer's Allowance
- Maternity Allowance
- Motability or any other help with mobility problems, for example, an invalid vehicle
- Pension Credit
- Reduced earnings Allowance
- State Pension
- Severe Disablement Allowance
- Unemployability Supplement
- Widow's Benefit
- Widowed Mother's Allowance
- Widowed Parent's Allowance
- any other social security benefit.

Tell us about all your social security benefits, even if they are not on this list.

We will tell you if they affect your Jobseeker's Allowance.

Are you or your partner getting any social security benefits?

You

No

Yes Answer the next question. Then tell us about these benefits on pages 11 and 12.

Your partner

No

Yes Answer the next question. Then tell us about these benefits on pages 11 and 12.

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

No If you answered No to both questions, go to **More about benefits** on page 12.

Yes Tell us about these benefits on pages 11 and 12. Give us as much information as you can.

No If you answered No to both questions, go to **More about benefits** on page 12.

Yes Tell us about these benefits on pages 11 and 12. Give us as much information as you can.

You

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?

Weekly Monthly
 Fortnightly 4 weekly
 Other

What day is it paid?

How is it paid?

Direct into account
 By cheque

Date of next payment

Is any money being deducted from the benefit?

No
 Yes

How much is being deducted?

£

What is it being deducted for?

Your partner

£

Weekly Monthly
 Fortnightly 4 weekly
 Other

Direct into account
 By cheque

No
 Yes

£

Your partner continued

£

Weekly Monthly
 Fortnightly 4 weekly
 Other

Direct into account
 By cheque

No
 Yes

£

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

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 and children or qualifying young persons

No

Yes Who gets the benefit or help?

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?

No

Yes

No

Yes Who gets the Allowance?

Is it for help with getting around?

No

Yes What rate is paid? Lower rate
Higher rate

No

Yes What rate is paid? Lower rate
Higher rate

Is it for help with personal care?

No

Yes What rate is paid? Lowest rate
Middle rate
Highest rate

No

Yes What rate is paid? Lowest rate
Middle rate
Highest rate

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

No

Yes

No

Yes

Reference number

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

No

Yes Please provide the award notice form **WPA504**.

No

Yes Please provide the award notice form **WPA504**.

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.

You

No

Yes

Your partner

No

Yes

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

No

Yes

No

Yes

Date of last claim or payment

Full name of the person being cared for

Address of person being cared for

Child Tax Credit

The Child Tax Credit is a payment to support families with children or qualifying young persons. It can be claimed by those responsible for one or more 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.

Income Support, income-based Jobseeker's Allowance and Employment and Support Allowance does not include money for children or qualifying young persons. This has been replaced by Child Tax Credit.

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

No Go to page 15 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.

Surname	Other names	Date of birth	Male, Female		Relationship to you For example, son, daughter, niece, grandson, stepdaughter or none.	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?	
			M	F			No	Yes	No	Yes
<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 **Other information** on page 36

- if you want to claim for more than 8 children or qualifying young persons
- you have any children or qualifying young persons who normally live with you but are in boarding school or Health and Social Services Board (HSSB) or Health and Social Services Trust (HSST) care.

If you claim income-based Jobseeker's Allowance for a child or qualifying young person who has a parent living somewhere else, please ask us for the leaflet about child maintenance if you are claiming benefit. You can get it from a Social Security or Jobs & Benefits office.

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

You
No
Yes

Your partner
No
Yes

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 not already included on page 14
- 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
- foster children or children boarded out with you while they wait to be adopted
- other residents, if you live in a care home.

Do any other people live in your household, who you have not already told us about?

No Go to **About bank and building society accounts, savings and property** on page 17.

Yes Please tell us about these people.

Full name

Person 1

Person 2

Title

Mr Mrs Miss Ms Other title

Mr Mrs Miss Ms Other title

Date of birth

/ /

/ /

Relationship to you

Do they work for 16 hours or more a week?

No

No

Yes

Yes

Full name

Person 3

Person 4

Title

Mr Mrs Miss Ms Other title

Mr Mrs Miss Ms Other title

Date of birth

/ /

/ /

Relationship to you

Do they work for 16 hours or more a week?

No

No

Yes

Yes

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

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

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

Tell us about

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

Do not include

- Attendance Allowance
- Disability Living Allowance
- any money from
 - the MacFarlane Trust,
 - the Fund
 - the Skipton Fund
 - the Eileen Trust, or
 - the Independent Living Fund

Do they have any money coming in?

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

How much is coming in and how often?

Person 1

No

Yes

£ every weeks / months / year

Person 2

No

Yes

£ every weeks / months / year

Do they have any money coming in?

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

How much is coming in and how often?

Person 3

No

Yes

£ every weeks / months / year

Person 4

No

Yes

£ every weeks / months / year

Are any of these people you have told us about

- 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 partners.

No

Yes Please tell us about them.

is the partner of

is the partner of

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

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.

You and your partner

	No	Yes	Amount		
Bank accounts - including current accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Building Society accounts - including current accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Post Office® accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
National Savings & Investment account	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Premium bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Unit trusts, ISAS, PEPs and other investments	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Money from the sale of a house	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Money saved for something	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Money or property held in trust	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Money from a redundancy payment	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Income Bonds or Capital Bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Any other money	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Shares	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Number of shares <input type="text"/>	Name of company <input type="text"/>

Please tell us about any other Shares in **Other information** on page 36.

How much are the 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?

No

Yes

Please provide proof of all these savings if the amount for you and your partner is £5,500 or more. For example, a bank statement issued within the last month or a savings account book updated within the last month.

Do any of the children or qualifying young persons in your household have savings of £2,500 or more?

No

Yes Please bring proof of this to your interview. For example, a bank statement issued within the last month or a savings account book updated within the last month.

Do you or your partner have any National Savings Certificates?

No

Yes Please tell us about this below.

National Savings Certificate issue number

Who do the certificates belong to?

How many units are held?

Please provide proof of the National Savings Certificates.

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

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?

No

Yes What is the address of the property or land?

Tick Yes if the property or land is

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

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.

Who does the property or land belong to?

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

You

No

Yes On what date did you get it?

How much?

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

Your partner

No

Yes On what date did your partner get it?

How much?

We will write to you if we need more information.

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

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

No

Yes

Rent 1

Rent 2

Who pays the rent?

Who do they pay?

How much do they pay and how often?

£ every weeks / months

£ every weeks / months

What day is the rent paid?

day

day

Does this include any money for heating?

No

Yes

No

Yes

Does this include any money for meals?

No

Yes

No

Yes

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

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, or
- because of a child maintenance assessment.

No

Yes Please tell us about this below.

Maintenance 1

Maintenance 2

Who gets this money?

Who is the payment for?

Who is paying you this money?

How much do they pay and how often?

£ every weeks / months

£ every weeks / months

What day is it paid?

day

day

You must send us proof of this money. For example, a bank statement or a letter from the person who pays you showing the amount and how often it is paid.

Does anyone pay money to someone else on behalf of you or your partner?
 Someone might pay your gas or electricity bills, for example.

No
 Yes

Money 1

Money 2

Who pays this money?

What is this money paid for?

How much money is paid and how often?

£ every weeks / months / year

£ every weeks / months / year

What day is the money paid?

day

day

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

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

- money from a trust fund
- any training allowance for example - New Deal - Steps to Work
- Statutory Sick Pay
- Statutory Maternity Pay
- Child Benefit - Lone Parent Rate
- Child Benefit
- Fostering fees or Allowances
- Guardian Allowance
- Child Tax Credit
- Working Tax Credit
- War Disablement Pension
- War Pension
- War Widow's or Widower's Pension
- 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
- payments from the Pension Protection Fund
- Financial Assistance Scheme payments
- any other money coming in.

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

No
 Yes Please provide proof of this money.

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

£ every weeks / months

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? No
Yes

This might be for things like
• arrears of maintenance
• money lent to someone.

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?

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

No

Yes

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

Which of these items are covered by the insurance policy?

Who does the insurance company make the payments to?

Direct to the supplier

To the Credit Company

To you or your partner

How much is paid and how often?

£ every weeks / months

When did the payments start?

/ /

When will the payments end?

/ /

Do you or your partner hold any money or property which belongs to someone else?

No

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

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

No

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

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

For example, cleaning and maintenance of stairs and hallways.

No

Yes

How much do you pay and how often?

£ every weeks / months / year

What is this for?

Please provide any papers you have about the service charges.

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

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

No

Yes

Make sure you fill in form **HB1** to claim Housing Benefit. Return it to us with this form.

Do you or your partner live in a care home?

No

Yes

Are you or your partner already getting, waiting to hear about or intending to claim Housing Benefit?

This benefit does not affect the amount of Jobseeker's Allowance you can get.

No

Yes

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

No Go to **Special circumstances** on page 27.

Yes Make sure you fill in form **F1A** to claim Housing Benefit. Return it to us with this form.

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

No

Yes

Is the mortgage or loan secured on your home?

No

Yes

When was it taken out?

____ / ____ / ____

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

No

Yes Please tell us what it is for.

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

No

Yes

Is the mortgage or loan secured on your home?

No

Yes

When was it taken out?

____ / ____ / ____

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

No

Yes Please tell us what it is for.

Was your original mortgage taken out before October 1995?

No
 Yes Please tell us about this below.

Who was the mortgage lender?

Original mortgage	Remortgage 1	Remortgage 2
<input type="text"/>	<input type="text"/>	<input type="text"/>

Whose name was the mortgage in?

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

When was it taken out?

<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"/>
--------------------------------------------------------------------	--------------------------------------------------------------------	--------------------------------------------------------------------

Which address was this mortgage for?

Original mortgage	Remortgage 1	Remortgage 2
Current address <input type="checkbox"/>	Current address <input type="checkbox"/>	Current address <input type="checkbox"/>
Previous address <input type="checkbox"/>	Previous address <input type="checkbox"/>	Previous address <input type="checkbox"/>

Please bring the mortgage documents to your interview.

If you or your partner have more than 2 remortgages, please tell us in **Other information** on page 36.

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

No
 Yes Please bring the policy document to your interview.

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

No
 Yes

Do you or your partner pay ground rent?

No
 Yes How much is paid and how often? £ every weeks / months / year

Is your or your partner's home leasehold?

No
 Yes

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

No
 Yes

How many rooms are there in your home? Do not count the kitchen, hall, bathroom or toilet.

rooms

Are you, your partner if you have one, or any of the children or qualifying young persons you are applying for doing a course of education or training?

No
Yes

If someone has finished a course in the last 12 months, tick **Yes**.

Person 1

Person 2

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?

 hours

 hours

Date the course ended or is expected to end

 / /
 / /

Date of final examination

 / /
 / /

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

No
Yes

No
Yes

When did they get the last payment?

When did they get the last payment?

 / /
 / /

You do not need to tell us about their New Deal Grant or Benefit Based Training Allowance payment.

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

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

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 **Other information** on page 36.

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

No
Yes

Who is pregnant?

When is the baby expected?

 / /

Everyone must answer these questions, if you do not your claim may be delayed.
By the *United Kingdom* we mean England, Scotland, Wales and Northern Ireland.

You	Your partner
-----	--------------

If a UK national, do you or your partner have the right of abode in the UK? For example, you have the right of abode in the UK if you are a British citizen.

No
Yes

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.

At any time, have

- you
- your partner, or
- anyone else you are getting Jobseeker's Allowance for come to live or returned to live in the United Kingdom (UK) from abroad?

No
Yes Please tell us about this below.

Person 1	Person 2
----------	----------

Who has come to the UK?

--	--

What is their nationality?

--	--

Which country have they come from?

--	--

Was this to work in the UK?

No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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

No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Does their passport say **no recourse to public funds**?

No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

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

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

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

You

Are you or your partner an asylum seeker?

No Go to next page.

Yes Tell us about this below.

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

No

Yes

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

No

Yes

Your partner

No Go to next page.

Yes Tell us about this below.

No

Yes

No

Yes

Notes

- If you are an asylum seeker, you must send us proof from the Home Office of your asylum application.
- If you made your first asylum application on or after 3 April 2000, you may not be entitled to benefit. But you may be entitled to get help from the Home Office.
- You must send us proof of your immigration status and 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.

Do you or your partner have the right of abode in the UK?

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.

You

No

Yes

Your partner

No

Yes

Have you, your partner or anyone else you are claiming Jobseeker's Allowance for, come to the United Kingdom (UK) under the Family Reunion Scheme?

No Please go to the next question.

Yes Please go to the next page.

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

No

Yes Please tell us about this below.

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

Who has come to the UK?

Name of the sponsor

Address of the sponsor

Postcode

Home Office reference number

What date did the sponsor sign the sponsorship undertaking.

 / /

We may get in touch with you for more information.

If more than one sponsor signed the sponsorship undertaking, please tell us about them in **Other information** on page 36.

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

No
Yes Please tell us about this below.

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?

No
Yes Please tell us about this below.

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?

No
Yes Please tell us about this below.

Who is in hospital?

When did they go into hospital?

Name and address of hospital

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

No
Yes Please tell us about this below.

Who is in prison?

When did they go into prison?

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

No

We use partner to mean

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

Yes Please tell us about this below.

Their surname

Their other names

Their address

Postcode

Their date of birth

 / /

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

Letters Numbers Letter

When did you separate?

 / /

Is this separation temporary?

No

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

Has this person gone abroad?

No

Yes Have they gone abroad permanently?

No

Yes

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

No

Yes Please tell us about this below.

	Payment 1	Payment 2	Payment 3	Payment 4
What is this payment for?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do you expect to get?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
When will you get this payment?	<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"/>
How often will this be paid?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

To you

Direct to your lender

Has your partner stopped paying you money?

No

Yes Please tell us about the last payment you received.

What was this payment for?

How much did you get? £

When was this paid? / /

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 straight away with the office that pays you.

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 system works for payments into an account.

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.

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 customer, the account should be in your name only.

Please tell us your account details below.

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.

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.

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.

You

Please tell us the name and address of your local post office

We still need post office details even if your money is paid into an account.

Postcode

Other information

Part 19

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.

I understand that

- if I knowingly give information that is incorrect or incomplete, 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
- if I have given account details on this form, that the Department has the right to recover overpayments caused by the way the system works for direct payment, as described on **page 34** of this claim form
- the information I have provided will be used to process my claim for Jobseeker's Allowance. Some of the information may be checked with other sources
- 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 Social Security Agency. 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 105A and 106(1A) of the Social Security Administration (NI) Act 1992 (c.8) 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.

Your signature

Date

/ /

This is my claim for Jobseeker's Allowance

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

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

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

If you cannot provide everything, please still apply. If you do not you may lose benefit.

Your forms

- this application form
- form F1A to claim Housing Benefit if you own your home
- form HB1 to claim Housing Benefit if you rent your home
- form MI12 to claim help with your mortgage or home loan

About courses

- full details of any education or training courses
- the form ST1 we gave you, if your partner gets a grant, or was getting a grant

About work

- the last 5 payslips if you or your partner are still working
- tax reference number, if your partner has been self-employed
- the form B16 we gave you, if your partner is, or has been, self-employed

About money

- any papers about your partner's
 - redundancy payments
 - lump sum payments
 - personal injury lump sum payment received in the last 52 weeks
- proof of savings including any National Savings Certificates
 - over £5,500 for you and your partner
 - over £2,500 for any children or qualifying young persons in your household
- proof of any pension you have told us about
- the policy document, if you have an insurance policy to cover a mortgage or home loan
- proof of any other money coming in
- proof of any Personal Injury Payment not in a trust fund

The Customer Charter

We want to offer you the best possible service.

The Customer Charter sets out clearly the range and standards of service you can expect from our Social Security or Jobs and Benefits office. It also tells you how to make a suggestion or complaint about our service. Copies of the Customer Charter are on display in Social Security or Jobs and Benefits offices. Please take a copy. It is also available on our website at www.dsdni.gov.uk

How we collect and use information

We, the Department for Social Development (DSD), collect information to deal with Social Security, Child Support, employment and training, housing and community development and urban regeneration (redeveloping towns, cities and villages). The information we collect about you depends on the type of your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we may have. We may get information about you from other people and certain organisations.

We may give information to certain other organisations, as allowed by the law, to:

- check that the information is accurate
- prevent or detect crime
- protect public funds in other ways, and
- use in research statistics.

These other organisations include other government departments, authorities who deal with Housing Benefit and private-sector organisations (such as banks) that may lend you money. We will not give information about you to anyone outside our department unless the law allows us to.

The Department for Social Development is the data controller for the Data Protection Act.

If you want to know more about what information we have about you, or the way we use your information, please contact us. You can contact any of our offices and ask for the leaflet Data Protection Act 1998 - It affects you. Or you can find a copy of the leaflet on our website at www.dsdni.gov.uk

For our use

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.

Jobseeker's signature

Date

Interviewing officer's signature

Interviewing officer's name

For our use

Office code

Date of first contact / /

Claim details

Jobseeker's surname

Other names

NINO

Date received / /

Effective (TAM) date / /

BWE day

Sought Occ Cycle Postal signer

Usual Occ Claim file JA050/JA060 input

Benefit details

Sanction or LM dec / suspension Straightforward JSA48/JSAL48 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

Sanctions

Sanctions apply from / / to / /

Reason for sanctions

Jobseeker's Agreement

Agreement in force Yes Client Adviser's signature

No

Identity - Jobseeker Partner

Identity confirmed? Yes

Yes

No

No

Notes

