

Preparing for my work search review

It's my responsibility to show that I've done everything I reasonably can to look for work, including the activities set out in my claimant commitment. I will provide evidence to show what I've done.

This can include:

- letters or documents about jobs I've asked about or applied for
- online job applications
- responses or feedback from employers
- letters, emails or documents from job agencies

I'll keep a record of other things I've done to prepare for work.

This can include:

- CVs I have written for different jobs
- training and courses I've started or researched

I have given permission for my adviser to look in my Universal Jobmatch account.

My Universal Jobmatch email address is:

My Universal Jobmatch reference number is:

43. What I did:

What did this involve doing:

What was the result:

What I'll do next:

How many times I've done this activity since my last review:

Total time taken:

Dates I did it:

44. What I did:

What did this involve doing:

What was the result:

What I'll do next:

How many times I've done this activity since my last review:

Total time taken:

Dates I did it:

<p>41. What I did:</p> <p>What did this involve doing:</p> <p>What was the result:</p> <p>What I'll do next:</p>	<p>How many times I've done this activity since my last review:</p> <p>Total time taken:</p> <p>Dates I did it:</p>
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<p>42. What I did:</p> <p>What did this involve doing:</p> <p>What was the result:</p> <p>What I'll do next:</p>	<p>How many times I've done this activity since my last review:</p> <p>Total time taken:</p> <p>Dates I did it:</p>
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My work search record

I will use the diary at the end of this pack to write down the details of everything I've done to look or prepare for work. This will be part of the evidence I bring to my work search reviews.

Blank work search record sheets are at the end of this pack and can be emailed to you on request. This page shows some examples.

<p>1. What I did: I checked the job pages of the Barnet and Finchley Echo when it came out on 21/2 and 28/2. I made a note of one job as a part time admin assistant in the finance department at Barnet Council. I rang up and asked them to send me an application form.</p> <p>I completed the form when it came and sent it back on 4/3.</p> <p>What did this involve doing: I asked a friend to check the form before I sent it off and added some information as a result. I amended my CV to make sure it was relevant for this job.</p> <p>What was the result: I completed the application form and sent them my revised CV.</p> <p>What I'll do next: The closing date is 15 March. If I haven't heard anything by 26 March, I'll ring the personnel section.</p>	<p>How many times I've done this activity since my last review: Twice</p> <p>Total time taken: 1 hour – paper 2 hours – completing form/CV</p> <p>Dates I did it: 21/2/13 28/3/13</p>
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<p>2. What I did: Looked on job web sites Total Jobs, Indeed.co.uk, In Retail.co.uk for retail jobs</p> <p>What did this involve doing: Caught bus into town and went to the library to use the library to use the internet. Found websites through Google and searched for retail jobs.</p> <p>What was the result: Found two possible jobs at 1) Sports World – closing date 29/3/13 2) New Look – closing date 5/4/13. Completed online application form for both jobs and attached my CV.</p> <p>What I'll do next: Will contact both employers a week after closing date if haven't heard.</p>	<p>How many times I've done this activity since my last review: 5 times</p> <p>Total time taken: 4 hours</p> <p>Dates I did it: 7/3/13 11/3/13 13/3/13 15/3/13 18/3/13</p>
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<p>39. What I did:</p> <p>What did this involve doing:</p> <p>What was the result:</p> <p>What I'll do next:</p>	<p>How many times I've done this activity since my last review:</p> <p>Total time taken:</p> <p>Dates I did it:</p>
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<p>3. What I did: I registered on Universal Jobmatch on 11/3/13.</p> <p>What did this involve doing: I used one of the computers in the job centre after I'd seen my adviser.</p> <p>What was the result: I applied for two jobs at 1) Subway – closing date 14/3/13 2) Greggs - closing date 18/3/13. Completed online application form for the Subway job and attached my CV. Telephoned Greggs to send me an application form. Job included bakery duties as well as serving customers so I updated my CV to include my experience doing this. Completed form, included my CV and posted to Greggs.</p> <p>What I'll do next: Will contact both employers a week after closing date if haven't heard.</p>	<p>How many times I've done this activity since my last review: 10 times</p> <p>Total time taken: 7 hours</p> <p>Dates I did it: 27/2/13 28/2/13 1/3/13 4/3/13 5/3/13 7/3/13 8/3/13 11/3/13 12/3/13 13/3/13</p>
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<p>40. What I did:</p> <p>What did this involve doing:</p> <p>What was the result:</p> <p>What I'll do next:</p>	<p>How many times I've done this activity since my last review:</p> <p>Total time taken:</p> <p>Dates I did it:</p>
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<p>37. What I did:</p> <p>What did this involve doing:</p> <p>What was the result:</p> <p>What I'll do next:</p>	<p>How many times I've done this activity since my last review:</p> <p>Total time taken:</p> <p>Dates I did it:</p>
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<p>38. What I did:</p> <p>What did this involve doing:</p> <p>What was the result:</p> <p>What I'll do next:</p>	<p>How many times I've done this activity since my last review:</p> <p>Total time taken:</p> <p>Dates I did it:</p>
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Sanctions

If you don't meet a requirement that's set out in your Claimant Commitment, a sanction may be applied to your Jobseeker's Allowance payments. This means that your payments will be stopped for 4 weeks, 13 weeks, 26 weeks or 156 weeks. The number of weeks your Jobseeker's Allowance payments will be stopped for will depend on:

- how many times you haven't met your requirements in the previous 12 months
- which requirements you haven't met

You could lose your benefit for 13 weeks, 26 weeks or 156 weeks (3 years), if you:

- leave a job voluntarily, or lose your job because of misconduct
- fail to take part in a mandatory work activity programme
- fail to take on a suitable employment opportunity, or
- refuse or fail to apply for a job which your adviser has notified to you.

You could lose your benefit for 4 weeks or 13 weeks, if you:

- fail to attend an adviser interview
- fail to comply with a Jobseeker's Direction
- fail to take part in a particular employment programme that you have been referred to
- do not take the opportunity of a place on an employment programme or training scheme
- refuse or fail to apply for, or accept, a place on such a programme or scheme notified to you by your adviser, or
- fail to attend or give up a place or through your own misconduct lose a place on such a programme or scheme.

Your benefit will stop, and you will no longer qualify for Jobseeker's Allowance, if you:

- do not actively seek work, or
- are not available for work.

If you make a new claim after such a failure, you may not get paid benefit for up to 4 weeks. If there has been more than one such failure in the last 52 weeks, you may not be paid benefit for up to 13 weeks.

1. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

35. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

2. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

36. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

33. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

3. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

34. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

4. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

5. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

31. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

6. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

32. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

29. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

7. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

30. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

8. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

9. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

27. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

10. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

28. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

25. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

11. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

26. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

12. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

13. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

23. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

14. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

24. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

21. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

15. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

22. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

16. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

17. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

19. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

18. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	

20. What I did:	How many times I've done this activity since my last review:
What did this involve doing:	Total time taken:
What was the result:	Dates I did it:
What I'll do next:	