

the charity for  
your community



## How to apply for JSA

To apply for JSA you will need to call the jobcentre plus claim line on 0800 055 6688 or alternatively you can claim online at

<https://www.dwpe-services.direct.gov.uk/portal/page/portal/jsaol/lp>

Your details will be taken and an appointment arranged to complete your application at a jobcentre plus office. You will need to attend the Job centre you had the interview at every two weeks to “sign on” so should consider carefully were you attend the interview however you may be eligible to make postal signings, (see below). It is worth signing on even if you believe that you are not eligible as you will have your national insurance contributions protected.

When you initially apply for JSA you will need;

- Your National Insurance number
- A phone number where you can be contacted
- Financial, employment and education details for you and your partner, if you have one
- You may also find it useful to have a copy of your P45 or P60 for tax details, but it is not essential.

Your claim will only start from the date you submit it. If you delay you could lose benefit.

## Where to sign on?

You can choose to attend any Job Centre, those local to Uttlesford are based in Braintree, Cambridge, Haverhill or Harlow office, however consider your choice carefully because you will need to attend the same Job Centre every two weeks to ‘sign on’ (unless they agree to postal ‘signing on’).

Uttlesford residents will have their claim assessed by the Basildon assessment centre, irrespective of where you choose to attend your initial interview with Job

Centre, this can cause a delay in your initial payments if you choose to attend a jobcentre other than Braintree. Some Uttlesford residents may be able to sign on by post (see below) although, only if they have initially attended the jobcentre at Braintree.

If you live in South Cambridge, your application will be assessed at the Wellingborough assessment centre; therefore the Jobcentre you will be likely to use will be Cambridge.

## **Travel costs**

You will need to pay travel costs associated with 'signing on'. As this is a regular amount you should ensure that you keep enough of your JSA payment to cover the cost.

In the course of your period of unemployment, there may be additional formal meetings with the Job Centre that you will also need to attend. Costs associated with these meetings can be claimed back with proof of receipts when you arrive at the Job Centre.

If you are struggling to pay for travel for your initial interview or to attend formal meetings at **Braintree** – CAB offices in Saffron Walden and Great Dunmow have the facility to issue travel warrants after confirming appointments with Braintree Job Centre.

## **Postal 'signing on'**

If you initially sign on at the Braintree office but think that travelling to the Job Centre would be difficult due to poor public transport or exceptionally time consuming and expensive, you can request that you sign on by post. Each application will be accessed by Job Centre individually. A disadvantage of postal signing on is the reduced level of practical support that you will receive when visiting a Job Centre regularly. You can use the Jobcentre plus website <http://jobseekers.direct.gov.uk/homepage.aspx?sessionid=77208b77-f82d-41a6-9f7e-31c6d986bced&pid=1> which advertises the vacancies available. Further help for finding work can be found on

[http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/DG\\_10030134](http://www.direct.gov.uk/en/Employment/Jobseekers/LookingForWork/DG_10030134)

You will need to write to the Jobcentre every two weeks on a pre-printed form, confirming that you have been seeking work and explain at least three different things that you have done to search for work for each of the past two weeks. These need to be different things, sending out 10 cv's will be one item only. Remember to

sign off when you have found work to ensure that you claim the money that you are entitled to as this may help with the costs of starting work.

You must consider that you will only receive payment when your postal signing arrives at the Jobcentre and be organised enough to check with the Jobcentre if your payment has not been received as there could be problems with the post.

### **Contacting Jobcentres Plus offices**

Telephone: 0845 604 3719

Textphone: 0845 608 8551

#### **Braintree Jobcentre Plus**

The Old Post Office  
Fairfield Rd  
Braintree  
Essex  
United Kingdom  
CM7 3HA

#### **Cambridge Jobcentre Plus**

Henry Giles House  
73-79 Chesterton Road  
Cambridge  
Cambridgeshire  
United Kingdom  
CB4 3BQ

#### **Harlow Jobcentre Plus**

Beaufort House  
Crown Gate  
Harlow  
Essex  
United Kingdom  
CM20 1NA

#### **Haverhill Jobcentre Plus**

65 High Street  
Haverhill  
Suffolk  
United Kingdom  
CB9 8AH