

Application form for Jobseeker's Transitional Payment

Social Welfare Services

JST 1

Data Classification R



What is Jobseeker's Transitional Payment?

The Jobseeker's Transitional Payment (JST) provides financial supports to single parents who have caring responsibilities for children aged between 7 and 13 years of age inclusive. This allows single parents to meet their caring responsibilities for their young children. You will no longer receive this payment once your youngest child reaches 14 years of age.

If you are no longer entitled to JST and your youngest child is 14 years of age or older, you can apply for Jobseeker's Allowance.

If you receive JST you do not have to be available for full-time work and genuinely seeking work, and you can:

- Take part in a course of study or education; **and**
- Work part-time five days a week, subject to the means test. For example, this will allow you to work mornings only while your children are in school.

If you find full-time work, different childcare supports are available.

How do I qualify for Jobseeker's Transitional Payment?

To get a Jobseeker's Transitional Payment:

- Your youngest child must be between 7 and 13 years of age inclusive;
- You must have the main care of your children;
- You must satisfy a means test;
- You must be parenting alone; **and**
- You must not be co-habiting.

How do I complete this form?

There is an example on the back of this page that can be used as a guide to fill in this form. Please:

- Write with a **black** ballpoint pen, use capital letters and place an **X** in the relevant boxes;
- Answer **all** questions that apply to you in **Parts 1 to 6**; **and**
- Read the checklist in **Part 7** and sign the declaration in **Part 8**.

Note: You will need to have a Personal Public Service (PPS) Number to apply.

How do I apply?

To apply please send or bring this completed application form, along with any relevant supporting documents, to your local Intreo Centre or Social Welfare Branch Office. For details on your local office visit www.gov.ie/intreo.

If you need help in completing this form please visit your local Intreo Centre, Social Welfare Branch Office or any Citizens Information Centre. The name and address of your local Intreo Centre or Social Welfare Branch Office can be found by visiting www.gov.ie/intreocentres.

For more information, please visit www.gov.ie/JST.

How to fill in this form

To help us process this form please write letters and numbers clearly and use one box for each. See examples below.

Part 1

Your details

1. PPS Number:

1	2	3	4	5	6	7	T	
---	---	---	---	---	---	---	---	--

2. Title, insert an **X** or specify:

Mr ☐ Mrs ☒ Miss ☐ Other

3. Surname:

M	U	R	P	H	Y											
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--

4. First names:

M	A	U	R	E	E	N										
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5. Your first name as it appears on your birth certificate:

M	A	R	Y													
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6. Birth surname, if different:

C	O	L	L	I	N	S										
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7. Date of birth:

1	0		0	5		1	9	7	0
D	D		M	M		Y	Y	Y	Y

8. Address:

1		N	E	W		S	T	R	E	E	T											
O	L	D		T	O	W	N															
D	O	N	E	G	A	L		T	O	W	N											
		County		D		O	N	E	G	A	L			Eircode		A	6	5	F	4	E	2

9. Telephone number:

0	8	8	1	2	3	4	5	6	7
---	---	---	---	---	---	---	---	---	---

10. Email address:

M	M	U	R	P	H	Y	@	W	E	L	F	A	R	E	.	I	E		

SAMPLE

Application form for Jobseeker's Transitional Payment



Part 1

Your details

1. PPS Number:

2. Title, insert an X or specify:

Mr ☐

Mrs ☐

Miss ☐

Other

3. Surname:

4. First names:

5. Your first name as it appears on your birth certificate:

6. Birth surname, if different:

7. Date of birth:

D D

M M

Y Y Y Y

8. Address:

County

Eircode

9. Telephone number:

10. Email address:

11. Are you?

☐ Single

☐ Married

☐ Separated

☐ Divorced

☐ Widowed

☐ Cohabiting

☐ In a Civil Partnership

☐ A surviving Civil Partner

☐ A former Civil Partner

(you were in a Civil Partnership that has since been dissolved)

11a) If you are married, in a civil partnership, a civil union or cohabiting, from what date?

D D

M M

Y Y Y Y

Please attach your marriage certificate, civil partnership or civil union registration certificate if you married or entered into a civil partnership or civil union outside of Ireland.

Photocopies will not be accepted.

11b) If you are divorced, had a civil partnership dissolved or are no longer cohabiting, please state from what date:

D D

M M

Y Y Y Y

Please attach your Decree Absolute Certificate or Decree of Dissociation.

Photocopies will not be accepted.

11c) If you are widowed, are a surviving civil partner or your cohabitant died, please state from what date:

D D

M M

Y Y Y Y

Please attach your late spouse's, civil partner's or cohabitant's original death certificate. A coroner's report is also acceptable.

Photocopies will not be accepted.

Part 2

Your work and claim details

12. Are you employed, including part-time or temporary work?

☐ Yes

☐ No

Note: You are employed when you work for another person or company and get paid for the work.

If **yes**, please state:

Your occupation:

Employer's name:

Employer's address:

County

Eircode

Work pattern:

hours a week

days a week

Gross weekly pay:

€ , .

Gross weekly pay is your weekly pay before tax, PRSI, union dues or other deductions.

Please attach three recent payslips.

13. Are you self-employed at present?

☐ Yes

☐ No

If **yes**, please state:

Your occupation:

Gross weekly pay:

€ , .

Please attach your most recent set of accounts.

14. Are you getting any payment from this department?

☐ Yes

☐ No

If **yes**, please state:

Name of payment:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Weekly amount:

€ , .

15. Is anyone claiming an increase for you as a dependent on their social protection payment?

☐ Yes

☐ No

If **yes**, please state:

Their name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Their address:

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County

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Eircode

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Name of payment:

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16. Are you getting maintenance?

☐ Yes

☐ No

Maintenance is money you receive from your spouse, civil partner or other parent of your children.

If **yes**, please state:

Weekly amount:

€ , .

Please provide a copy of the maintenance agreement.

17. Are you paying maintenance?

☐ Yes

☐ No

If **yes**, please state:

Weekly amount:

€ , .

Please provide a copy of the maintenance agreement.

18. Does the other parent of your children pay towards the rent or mortgage costs of your current accommodation?

☐ Yes

☐ No

If **yes**, please state:

Weekly amount:

€ , .

19. Do you own the property you currently live in?

☐ Yes☐ NoIf **yes**, please state:Mortgage repayment: € , . a monthIf **no**, who owns the property?

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

20. Do you rent the property you currently live in?

☐ Yes☐ NoIf **yes**, please state:Rent you pay: € , . a month

21. Do you receive rental income from the property you are living in?

☐ Yes☐ No

Is the tenant a family member or employee?

☐ Yes☐ NoIf **yes**, please state their relation to you:☐ Family member☐ Employee

From what date did the person start renting a room in your home?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

How much rent do you receive each week?

€ , .

22. Do you own or share in the ownership of any other property apart from your home?

☐ Yes☐ No**Note:** In this case **property** is an apartment, business property, another house or land apart from that mentioned in **question 21**.If **yes**, please state:

Type of property:

<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address:

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

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

<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Current market value:

€ , ,

Rent from this property:

€ ,

Please provide current documentary evidence of market value or rental income from this property.
If mortgaged, please attach a recent statement from the lending institution.

Part 3

Details of anyone living at your address

23. Apart from your children, does anyone else live with you?

☐ Yes

☐ No

If **yes**, please give details:

Person 1

Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First names:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PPS Number:

--	--	--	--	--	--	--	--	--	--

Person 2

Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First names:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PPS Number:

--	--	--	--	--	--	--	--	--	--

Person 3

Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First names:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PPS Number:

--	--	--	--	--	--	--	--	--	--

Note: Please use a separate sheet of paper for additional details if needed.

Part 4

Your financial details

24. Do you have any savings or accounts in a bank, post office, building society, credit union or any other financial institution in the State or any other country?

☐ Yes

☐ No

Name of financial institution:

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Bank Identifier Code (BIC):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

International Bank Account Number (IBAN):

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Current balance:

€

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 .

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Is this a joint account?

☐ Yes

☐ No

Names of account holders:

Name 1:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name 2, if any:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Financial Institution 2

Name of financial institution:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Identifier Code (BIC):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

International Bank Account
Number (IBAN):

Current balance:

€

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--	--	--

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Is this a joint account?

☐ Yes☐ No

Names of account holders:

Name 1:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name 2, if any:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please attach an original statement for each account, showing transactions for the last three months.**Note:** If you have any other accounts, please use a separate sheet of paper for additional details.

- 25.** Do you own stocks, shares including shares in a creamery or Co-op, annuities, bonds, funds, insurance policies or investments in the State or any other country?

☐ Yes☐ NoIf **yes**, please state:

Name of company:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Number of shares held:

--	--	--	--	--	--

Their value:

€

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Please attach a statement to show details and current market value.

- 26.** Do you own, share in the ownership, work or rent a farm or land?

☐ Yes☐ NoIf **yes**, please state:

Size of farm or land:

--	--	--

 hectares

Net yearly income:

€

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--	--	--

Net yearly income is money you have made from the farm after deducting operating expenses.

27. If you have any other income, please give details in the space provided:

28. If you have not applied within **three months** of becoming eligible, please give reasons why:

Part 5

Your payment details

Please enter below the name and address of the post office where you wish to collect your payment.

Post Office

Name:

Address:

County

Eircode

Part 6

Details of your children

29. Do you wish to claim for children who are currently living with you in Ireland and who are being supported by you?

☐ Yes

☐ No

If **yes**, how many children do you wish to claim for?

How many children do you have between 7 and 13 years of age inclusive?

How many children do you have between 18 and 22 years of age who are in full-time education?

Please give details:

Child 1

Surname:

First names:

PPS Number:

Date of birth:

D D

M M

Y Y Y Y

Child 2

Surname:

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First names:

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PPS Number:

--	--	--	--	--	--	--	--	--

Date of birth:

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D D

M M

Y Y Y Y

Child 3

Surname:

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First names:

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PPS Number:

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Date of birth:

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D D

M M

Y Y Y Y

Child 4

Surname:

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First names:

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PPS Number:

--	--	--	--	--	--	--	--	--

Date of birth:

--	--	--	--	--	--	--	--

D D

M M

Y Y Y Y

Note: Please use a separate sheet of paper for additional details of other children you wish to claim for if needed.

You must attach written confirmation from the school or college for the children between 18 and 22 years of age.

Part 7

Details of your spouse, civil partner, former cohabitant or other parent of your child

30. PPS Number:

--	--	--	--	--	--	--	--	--

31. Title, insert an X or specify:

Mr ☐Mrs ☐Miss ☐

Other

--	--	--	--	--	--	--

32. Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

33. First names:

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34. Date of birth:

--	--	--	--	--	--	--	--

D D

M M

Y Y Y Y

35. Address:

County										Eircode										

36. Is the other parent of your child in employment, on a Community Employment Scheme, Employment Programme or on a SOLAS course?

☐ Yes☐ NoIf **yes**, please state:

Employer's name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer's address:

County										Eircode										

Gross weekly pay: €

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Gross Pay is their pay before tax, PRSI, union dues or other deductions

37. If the other parent of your child is self-employed, please state:

Occupation:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Gross weekly pay: €

--	--	--	--	--	--	--	--	--	--

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Please attach their most recent set of certified accounts.

38. If they are getting any payment from this department, please state:

Name of payment:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Weekly amount: €

--	--	--	--	--	--	--	--	--	--

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The habitual residence condition means that you have a proven close link to Ireland. The term also conveys permanence - that a person has been here for some time and intends to stay here for the foreseeable future.

Habitual residence in Ireland is a condition that you must satisfy for certain social protection payments including Jobseeker's Transitional Payment. For more information, visit www.gov.ie/jst.

This part must be completed by all applicants.

39. What country were you born in?

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40. What is your nationality?

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41. When did you come to live in this State?

D	D	M	M	Y	Y	Y	Y												

42. Have you lived in the Common Travel Area all of your life including the **last 2 years**?

☐ Yes

☐ No

Note: The Common Travel Area is Ireland, Great Britain, the Isle of Man and the Channel Islands. You can spend brief periods on short holidays, studying or travelling outside the Common Travel Area and still be habitually resident here.

If you lived in Northern Ireland, Great Britain, the Isle of Man or the Channel Islands, please provide proof of residence. Residency may be verified by producing a passport or identity card and one or more of the following: bank statements; details of benefit payments; utility bills; rent or mortgage agreements or receipts for local authority charges.

If **no**, please complete questions **43** to **46**.

If **yes**, please give details of where you lived:

Country 1

Country:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date from:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date to:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D D M M Y Y Y Y

Why did you live there?

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Person 3

Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First names:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address:

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County

--	--	--	--	--	--	--	--	--	--

Eircode

--	--	--	--	--	--	--	--

Date of birth:

--	--	--	--	--	--	--	--

D D

M M

Y Y Y Y

Relationship to you:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

When did they come to Ireland?

--	--	--	--	--	--	--	--

D D

M M

Y Y Y Y

Note: A separate sheet of paper can be used for more details if needed.

46. Have you ever made an application for refugee status?

☐ Yes☐ NoIf **yes**, please state:

a) Are you awaiting a decision on an application for refugee status?

☐ Yes☐ No

b) Have you been granted refugee status or leave to remain in the State?

☐ Yes☐ No

c) Do you have an Irish Residence Permit Card?

☐ Yes☐ No

If **yes** to any of the above, please provide verified copies of all relevant documentation from the Department of Justice. Please do not post the original documents, as the Department of Justice advise that you must keep the originals with you at all times.

To verify, please bring these original documents to any office of the Department of Social Protection where they can photocopy them for you and verify that they saw the originals.

For official department use only

HRC satisfied:

☐

HRC not satisfied:

☐

HRC1 issued:

☐

Part 9

Declaration

I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, that I will be required to repay any payment I receive from the department and that I may be prosecuted. I undertake to immediately advise the department of any change in my circumstances which may affect my continued entitlement.

Date:

D	D

M	M

2	0		
Y	Y	Y	Y

Signature, **not** capital letters.

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term, or both.

Part 10

Checklist

Have you enclosed the following?

- Letter from school or college if you have children aged between 18 and 22 who are in full-time education.
- Your children's birth certificates if applying for an increase for them.
Note: No birth certificates are needed if you are already getting Child Benefit for the children.
- Bank statement and statements from accountant if self-employed.
- Tax deduction card or three recent payslips.
- Proof of mortgage payments or recent rent receipts .
- Maintenance summons or maintenance order.
- Separation agreement.
- Divorce decree or decree absolute.
- Decree of dissolution of civil partnership or civil union certificate.

If you were born, married or entered into a civil partnership or civil union outside of Ireland:

- Your original birth certificate.
- Your original marriage certificate, civil partnership or civil union certificate.
- Divorce decree or decree absolute.
- Your late spouse's, civil partner's or cohabitant's original death certificate. A coroner's report is also acceptable.

Please remember to submit original certificates only.

Important: If you do not apply within **3 months** of becoming eligible you may lose some payment.

Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at www.gov.ie/dsp/privacystatement or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.