Application form for

Jobseeker's Transitional Payment

What is Jobseeker's Transitional Payment?

The Jobseeker's Transitional Payment (JST) is a special arrangement under the Jobseeker's Allowance Scheme. It helps lone parents with young children aged between 7 to 13 years inclusive go back to work.

If you are no longer entitled to One-Parent Family Payment and your youngest child is 14 years or older, you can apply for Jobseeker's Allowance.

How do I qualify?

You will qualify for JST if:

- Your youngest child is aged between 7 and 13 years inclusive
- You are a lone parent
- You are not cohabiting

You do not have to be available for and genuinely seeking full-time work. This is to allow you to meet your caring responsibilities when you have young children. Childcare supports are available if you do find work.

You can also:

- Take part in a course of study or education and get JST– Jobseeker's Transitional Payment. (If you are eligible, you may also get a student maintenance grant from SUSI – Student Universal Support Ireland).
- Work part-time five days a week and still get JST (subject to the means test). This will allow you to work mornings only while your child or children are in school.

How to Apply?

Complete this application form and return it to your local Intreo Centre or Social Welfare Branch Office. For detail on your local office visit **www.gov.ie**.

How to complete this application form.

- You need a Personal Public Service Number (PPS Number) before you apply.
- Please use this page as a guide to filling in this form.
- Please use **BLACK BALL** point pen.
- Please use **BLOCK LETTERS** and place an **X** in the relevant boxes.
- Please answer **all questions** that apply to you.
- Please leave boxes blank if they do not apply to you, in **Parts 1** to **6**
- When the form is completed, read **Part 7** and sign the declaration in **Part 1**.

If you need any help to complete this form, please contact your local Citizen Information Centre, your local Intreo Centre, or your local Social Welfare Branch Office.

For more information, please visit **www.gov.ie**.

How to fill this form

To help us in processing your application:

- Print letters and numbers clearly.
- Use one box for each character (letter or number).
- Leave boxes blank if they do not apply to you.

Please see example below.

1. Your PPS Number**:** 1 2 3 4 5 6 7 T

2. Title**:** (insert an **X** or specify) Mr. ☐ Mrs. ☒ Ms. ☐ Other

3. Surname: M U R P H Y

4. First name(s): M A U R E E N

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

M C D E R M O T T

6. Birth surname: K E L L Y

7. Your date of birth: 2 8 (D D) 0 2 (M M) 1 9 7 0 (Y Y Y Y)

Contact Details

8. Your address: 1 NEW STREET

OLD TOWN

DONEGAL TOWN

County DONEGAL

Eircode or Postcode A65F4E2

9. Your telephone number: ONE NUMBER PER BOX

10. Your email address: ONE CHARACTER PER BOX

SAMPLE

Social Welfare Services
JST 1

Data Classification R

Application form for

Jobseeker's Transitional Payment

Part 1 — Your own details

1. Your PPS Number:
2. Title: (insert an **X** or specify) Mr. ☐ Mrs. ☐ Ms. ☐ Other
3. Surname:
4. First name(s):
5. Your first name as it appears on your birth certificate:
6. Birth surname:
7. Your date of birth: D D M M Y Y Y Y

Contact Details

8. Your address:

County

Eircode or Postcode

9. Your telephone number:
10. Your email address:

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.

Signature (**not** block letters)

Date: D D M M Y Y Y Y

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

Your own details

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 the Republic of Ireland.

We do not accept photocopies.

11b. If you are divorced, had a civil partnership dissolved or are no longer cohabiting, from what date?

D D M M Y Y Y Y

Please attach your Decree Absolute Certificate or Decree of Dissociation

We do not accept photocopies.

11c. If you are widowed, are a surviving civil partner or your cohabitant died, 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.

We do not accept photocopies.

Part 2 Your work and claim details

12. Are you employed at present (including part-time or temporary work)?

If **Yes**, please state: ☐ Yes ☐ No

Your occupation:

Employer's name:

Employer's address:

County

Eircode or Postcode

Your gross pay: € ☐,☐☐☐.☐☐ a week

Gross Pay is your 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:

Your gross pay: € ☐,☐☐☐.☐☐ a week

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:

Amount: € ☐,☐☐☐.☐☐ a week

Your work and claim details

15. Is anyone claiming an increase for you as a dependant on their Social Welfare payment?

☐ Yes ☐ No

If **Yes**, please state:

Their name:

Their address:

County

Eircode or Postcode

Name of payment:

16. Are you receiving maintenance?

☐ Yes ☐ No

If **Yes**, please state:

Amount: € ☐,☐☐☐.☐☐ a week

Please provide a copy of the maintenance agreement.

17. Are you paying maintenance?

☐ Yes ☐ No

If **Yes**, please state:

Amount: € ☐,☐☐☐.☐☐ a week

Please provide a copy of the maintenance agreement.

18. If you are not getting maintenance, what efforts are you taking to get maintenance?

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

☐ Yes ☐ No

If **Yes**, please state:

Amount: € ☐,☐☐☐.☐☐ a week

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

☐ Yes ☐ No

If **Yes**, please state:

Mortgage repayment: € ☐,☐☐☐.☐☐ a month

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

☐ Yes ☐ No

If **Yes**, please state:

Rent you pay: € ☐,☐☐☐.☐☐ a month

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

☐ Yes ☐ No

If **Yes**, please state:

Type of Property:

Address of Property:
(**Property** that is an apartment, business property, another house or land other than that mentioned at question 20)

Current market value: € ☐,☐☐☐,☐☐☐.☐☐

Rent from this property: € ☐,☐☐☐.☐☐

Please provide current documentary evidence of market value/rental income from property.

If mortgaged please attach a recent statement from lending institution.

23. Do you have savings or accounts in a bank, post office, building society, credit union or any other financial institution in the Republic of Ireland or another country?

☐ Yes ☐ No

If **Yes**, please state:

Financial Institution 1

Name of financial institution:

Bank Identifier Code (BIC):

International Bank Account Number (IBAN):

Current balance: € , .

Is this account a joint account? ☐ Yes ☐ No

Name(s) of account holder(s):

Name 1:

Name 2 (if any):

Financial Institution 2

Name of financial institution:

Bank Identifier Code (BIC):

International Bank Account Number (IBAN):

Current balance: € , .

Is this account a joint account? ☐ Yes ☐ No

Name(s) of account holder(s):

Name 1:

Name 2 (if any):

Please attach an original statement for each account, showing transactions for the last 3 months.

If you have any other accounts you must give details of them to this Department on a separate sheet of paper.

Part 2 continued — Your work and claim details

24. Do you own stocks, shares (including shares in a creamery or Co-op, annuities, bonds, insurance policies) or investments in the Republic of Ireland or another country?

☐ Yes ☐ No

If **Yes**, please state:

Name of company:

Number of shares held:

Their value: € , .

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

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

☐ Yes ☐ No

If **Yes**, please state:

Size of farm or land: Hectares

Net yearly income: € , .

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

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

27. If you have not applied within **3 months** of becoming eligible, please give reason(s) why:

Part 3 — Your payment details

Post Office

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

Post office name and address:

County

Eircode or Postcode

Part 4 Details of your children

28. Do you wish to claim for children who normally live with you and who are being supported by you?

Number of children

age 7-13 inclusive

age 18 - 22 in full-time education

Please state child's:

Child 1

Surname:

First name(s):

PPS Number:

Date of birth: D D M M Y Y Y Y

Child 2

Surname:

First name(s):

PPS Number:

Date of birth: D D M M Y Y Y Y

Child 3

Surname:

First name(s):

PPS Number:

Date of birth: D D M M Y Y Y Y

Child 4

Surname:

First name(s):

PPS Number:

Date of birth: D D M M Y Y Y Y

Note: A separate sheet of paper can be used for other children you wish to claim for. You must attach written confirmation from the school or college for the children aged 18 - 22.

Part 5 Details of your spouse, civil partner, former cohabitant or other parent of your child

29. Their PPS Number:

30. Their title: (insert an **X** or specify) Mr. ☐ Mrs. ☐ Ms. ☐ Other

31. Their surname:

32. Their first name(s):

33. Their date of birth:

D D M M Y Y Y Y

34. Their address:

County

Eircode or Postcode

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

If **Yes**, please state: ☐ Yes ☐ No

Their employers name:

Their employers address:

County

Eircode or Postcode

Their gross weekly pay: € , .

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

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

Their occupation:

Their gross weekly pay: € , .

Please attach their most recent set of certified accounts.

37. If they are getting any payment from this Department, please state:

Name of payment:

Weekly amount: € , .

Part 6 Habitual Residence Condition

This section must be completed by all applicants.
Habitual residence is a condition that you must satisfy to qualify for Jobseeker's Transitional Payment. For more information, **visit www.gov.ie**

38. What country were you born in?

39. What is your nationality?

40. When did you come to live in the Republic of Ireland?

D D M M Y Y Y Y

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

☐ Yes ☐ No

If **No,** please complete questions **42** to **45**.

If **Yes,** please give details of where you lived**.**

Country 1

Country:

From:

To:

D D M M Y Y Y Y

Why did you live there?

Country 2

Country:

From:

To:

D D M M Y Y Y Y

Why did you live there?

Habitual Residence Condition

Country 3

Country:

From:

To:

D D M M Y Y Y Y

Why did you live there?

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.

42. Have you lived at the same address for the last **2 years**?

☐ Yes ☐ No

If **No,** please give details of where you lived:

Last address:

County

Eircode or Postcode

From:

To:

D D M M Y Y Y Y

Previous address:

County

Eircode or Postcode

From:

To:

D D M M Y Y Y Y

Habitual Residence Condition

43. Have you lived continuously in Ireland since the day you arrived?

☐ Yes ☐ No

44. Does any of your close family, for example, parent, brother, sister or child, live in Ireland?

☐ Yes ☐ No

If **Yes**, please give their details:

Person 1

Their surname:

Their first name(s):

Their address:

County

Eircode or Postcode

Their date of birth: D D M M Y Y Y Y

Their relationship to you:

When they came to Ireland: D D M M Y Y Y Y

Person 2

Their surname:

Their first name(s):

Their address:

County

Eircode or Postcode

Their date of birth: D D M M Y Y Y Y

Their relationship to you:

When they came to Ireland: D D M M Y Y Y Y

Habitual Residence Condition

Person 3

Their surname:

Their first name(s):

Their address:

County

Eircode or Postcode

Their date of birth: D D M M Y Y Y Y

Their relationship to you:

When they came to Ireland: D D M M Y Y Y Y

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

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

☐ Yes ☐ No

If **Yes,** please answer the questions below and provide copies of all relevant documentation from the Department of Justice and Equality.

(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**, please attach a verified copy of same (your local Intreo Centre or your local Social Welfare Branch Office can photocopy it for you and verify that they saw the original).

For official Department use only

HRC satisfied ☐ HRC not satisfied ☐ HRC1 issued ☐

Part 7 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 certificate is needed if you are already getting Child Benefit for the child.

— 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/order.

— Separation agreement.

— Divorce decree (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 the Republic of Ireland:

— Your original birth certificate**.**

— Your original marriage certificate or a civil partnership or civil union certificate.

— Divorce decree (decree absolute).

— Your late spouse's, civil partner's or cohabitant's original death certificate, a Coroner's report is also acceptable.

Original certificates only.

Please remember to sign the Declaration in Part 1.

If you have any difficulty in filling in this form, please contact your local Citizens Information Centre, your local Intreo Centre or your local Social Welfare Branch Office.

Send this completed application form to:

Your local Intreo Centre or your local Social Welfare Branch Office.
For contact details, visit **www.gov.ie.**

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.