



Application form for **Jobseeker's Benefit (Self-Employed)**

What is Jobseeker's Benefit Self-employed?

Jobseeker's Benefit Self-Employed (JBSE) provides income support to self-employed people who have fully ceased self-employment and have paid Pay Related Social Insurance (PRSI) self-employment contributions at Class S.

How do I qualify for Jobseeker's Benefit Self-Employed?

You may be eligible for this scheme if you:

- are between 18 and 66 years of age;
- have fully ceased self-employment activity;
- are genuinely seeking work and are available for full-time work;
- are capable of work; **and**
- satisfy certain PRSI contribution conditions. You must have paid at least:
 - 156 PRSI self-employment contributions at Class S; **or**
 - 104 PRSI self-employment contributions at Class A or H; **and**
 - 52 PRSI self-employment contributions at Class S in the governing contribution year.

Note: The governing contribution year is the second last completed tax year. For example, for a claim made in 2022 the second last complete tax year is 2020.

How long will the payment last?

The payment will last for six or nine months providing you continue to satisfy the conditions. The number of months depends on the total amount of PRSI self-employment contributions you have paid. In determining the length of time, you must have paid:

- at least 260 PRSI contributions at Class S to be eligible for nine months.
- less than 260 PRSI contributions at Class S to be eligible for six months.

How will I be paid?

Jobseeker's Benefit Self-Employed will be paid into your bank account or to a post office of your choice. The rate will be based on your self-employment income in the governing contribution year.

You may also qualify for increases for your:

- spouse;
- civil partner;
- partner;
- cohabitant; **and**
- children.

How can I get help and further information?

Help in completing this form is available from your local Intreo Centre, Social Welfare Branch Office or any Citizens Information Centre. When completed, send this completed form to your local Intreo Centre or Social Welfare Branch Office. 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/jbse.

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

Details of you and your spouse, civil partner or cohabitant

If you do not wish to claim for a spouse, civil partner or cohabitant you do not need to fill in their details or complete Part 6 of this form.

	Applicant	Spouse, Civil Partner or Cohabitant
1. PPS Number:	1 2 3 4 5 6 7 8 T	8 7 6 5 4 3 2 1 X
First names:	M A R Y	D A V I D
Surname:	N O R T O N	N O R T O N
Birth surname:	M C D E R M O T T	N O R T O N
Mothers birth surname:	D E L A N E Y	B R A D Y
Date of birth:	1 0 0 5 1 9 7 0 D D M M Y Y Y Y	2 3 1 1 1 9 7 5 D D M M Y Y Y Y
Address:	1 N E W	1 5 G R E E N
If you and your spouse, civil partner or cohabitant are not living together give both addresses.	S T R E E T	A V E N U E
	O L D T O W N	M A I N R O A D
	D O N E G A L	C A R L O W
	D O N E G A L	C A R L O W
County	D O N E G A L	C A R L O W
Eircode	T 4 2 H 6 8 C	C 2 7 U 8 3 M
Nationality:	I R I S H	C A N A D I A N
Occupation:	D E N T I S T	
Telephone number:	0 8 8 1 2 3 4 5 6 7	
Email address:	M M U R P H Y @	
	W E L F A R E . I E	

SAMPLE

Application form for Jobseeker's Benefit (Self-Employed)



Part 1

Details of you and your spouse, civil partner or cohabitant

If you do not wish to claim for a spouse, civil partner or cohabitant you do not need to fill in their details or complete Part 6 of this form.

Applicant

Spouse, Civil Partner or Cohabitant

1. PPS Number:

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First names:

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Surname:

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Birth surname:

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Mothers birth surname:

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Date of birth:

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D D M M Y Y Y Y

Address:

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If you and your spouse, civil partner or cohabitant are not living together give both addresses.

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Nationality:

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Occupation:

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Telephone number:

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Email address:

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2. Are you?

- Single
- Married
- Widowed
- Separated
- Divorced
- Cohabiting

- In a Civil Partnership
- A surviving Civil Partner
- A former Civil Partner, meaning you were in a Civil Partnership that has since been dissolved.

Some of the following questions may appear similar but they are necessary to complete your application and to fit our employment support services to your individual needs.

3. Have you made an unemployment claim in the last five years? Yes No
 If **yes**, were you signing on for twelve months or more? Yes No
4. Have you been on a Community Employment (CE) scheme in the last five years? Yes No
 If **yes**, were you on this scheme for 12 months or more? Yes No
5. Which of the following categories best describes the highest level of education you have completed?
- | | |
|---|---|
| <input type="checkbox"/> No education beyond primary or national school or left school at or before age 15. | <input type="checkbox"/> Leaving Certificate, Matriculation or equivalent or left school at age 18 or 19. |
| <input type="checkbox"/> Junior, Intermediate or Group Certificate or equivalent, or left school at age 16 or 17. | <input type="checkbox"/> Third Level Award Certificate, Diploma or Degree or left education at age 20 or older. |
6. Have you completed an apprenticeship training programme and qualified or got your papers? Yes No
7. How would the location where you live be described?
- | | |
|--|--|
| <input type="checkbox"/> A rural area | <input type="checkbox"/> A small town, 2,000 to 10,000 inhabitants. |
| <input type="checkbox"/> A village, up to 2,000 inhabitants. | <input type="checkbox"/> Town or city, more than 10,000 inhabitants. |
8. When were you last in paid employment or self-employment?
- | | |
|---|--|
| <input type="checkbox"/> Still in employment, go to question 9. | <input type="checkbox"/> In the last 5 years, go to question 10. |
| <input type="checkbox"/> In the last month, go to question 10. | <input type="checkbox"/> Over 5 years ago, go to question 10. |
| <input type="checkbox"/> In the last year, go to question 10. | <input type="checkbox"/> Never, go to question 12. |
9. If you are still in employment, how long are you in your current job?
- | | | |
|---|---|--|
| <input type="checkbox"/> Less than 1 month. | <input type="checkbox"/> 1 - 2 years. | |
| <input type="checkbox"/> 1 - 6 months. | <input type="checkbox"/> 2 years or more. | |
| <input type="checkbox"/> 6 - 12 months. | | |

10. If you are no longer in employment, how long did your last job last?
- | | | | |
|--------------------------|--------------------|--------------------------|------------------|
| <input type="checkbox"/> | Less than 1 month. | <input type="checkbox"/> | 1 - 2 years. |
| <input type="checkbox"/> | 1 - 6 months. | <input type="checkbox"/> | 2 years or more. |
| <input type="checkbox"/> | 6 - 12 months. | | |

11. If you are in employment, what is your gross weekly income? € , .

If you are not in employment, what was your gross weekly income? € , .

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

12. Do you have the use of a car, van or motorcycle? Yes No
13. Can you use public transport in your area? Yes No
14. Have you ever thought about moving location to take up a job? Yes No
15. Have you any difficulty with reading, writing or numbers? Yes No

16. How would you describe your health?
- | | | | |
|--------------------------|------------|--------------------------|-----------|
| <input type="checkbox"/> | Very Good. | <input type="checkbox"/> | Bad. |
| <input type="checkbox"/> | Good. | <input type="checkbox"/> | Very Bad. |
| <input type="checkbox"/> | Fair. | | |

17. How well do you speak English?
- | | | | |
|--------------------------|------------|--------------------------|-----------|
| <input type="checkbox"/> | Very Good. | <input type="checkbox"/> | Bad. |
| <input type="checkbox"/> | Good. | <input type="checkbox"/> | Very Bad. |
| <input type="checkbox"/> | Fair. | | |

18. Which country were you born in?

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23. What types of self-employment were you doing?

- Company director.
- Sole trader.
- Limited company.
- Investments.
- Partnership.
- Rental income from the letting of property or land.
- Other, please specify:

24. What types of self-employment have now ceased?

- Company director.
- Sole trader.
- Limited company.
- Investments.
- Partnership.
- Rental income from the letting of property or land.
- Other, please specify:

What were the businesses' trading names?

25. Have you completely ceased training as a self-employed person? Yes No

- If **no**, please tick appropriately:
- Ceased temporarily.
 - Ongoing but reduced.
 - Seasonal.

Note: You must supply your most recent profit or loss statement if your business is still trading.

26. If it was a limited company, what was its registered name?

Are you still a company director? Yes No

27. Were the premises: Owned Leased Rented

28. When did the business commence trading?
D D M M Y Y Y Y

29. If the business has ceased trading, is it in liquidation? Yes No

If **yes**, please state the name and address of the liquidator:

Name:

 Address:

 County Eircode

30. Have you sold your business or a share of it? Yes No

If **yes**, please state:

The amount you received: € , .

The date of the sale:
D D M M Y Y Y Y

If you have rental property or land, please answer **Questions 31** and **32** below.
 If otherwise, move on to **Question 33**.

31. Have you sold these properties? Yes No

If **yes**, please state the amounts you received and the dates of sale:

€ , .

€ , .

€ , .

D D M M Y Y Y Y

32. If you have **not** sold these properties, are they rented out or advertised for renting? Yes No

If **yes**, has your rental income increased or decreased over the last 12 months?
 Increased
 Decreased

What is your annual net profit, if any, from these properties? € , .

If you have any investments, please answer **Question 33** below. If otherwise, move onto **Part 4**.

33. Have you sold your investments?

Yes

No

If **yes**, please state the amounts you received and the dates of sale:

€	<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"/>	<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"/>

D D

M M

Y Y Y Y

If **no**, has your income from your investments increased or decreased over the last 12 months?

Increased

Decreased

What is your annual net profit, if any, from these investments?

€ , .

Part 6

Your spouse, civil partner or cohabitant's income details

41. Do you wish to claim an increase for a spouse, civil partner or cohabitant? Yes No

If **yes**, please complete the rest of the questions in **Part 6**.

If **no**, please go to **Part 7**.

42. Does your spouse, civil partner or cohabitant have any accounts in a bank, building society, post office, credit union or any other financial institution in Ireland or any other country or any cash savings? Yes No

If **yes**, please state the total amount of savings: € , .

43. Does your spouse, civil partner or cohabitant have any investments including stocks, bonds or shares in Ireland or any other country? Yes No

If **yes**, please state the total value of investments: € , .

44. Does your spouse, civil partner or cohabitant have earnings or income from full-time or part-time employment, or self-employment including farming in Ireland or any other country? Yes No

If **yes**, please state:

How often they are paid: Weekly Fortnightly Monthly

Their gross weekly income: € , .

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

Please attach their latest payslips or Form **UP1(f)** if self-employed. This form is available from their local Intreo Centre or Social Welfare Branch Office.

45. Does your spouse, civil partner or cohabitant receive any payment under a Maintenance Grant or a Deed of Covenant? Yes No

If **yes**, please state their total weekly amount: € , .

46. Does your spouse, civil partner or cohabitant have other income from any other sources? For example, compensation, redundancy, private pension. Yes No

If **yes**, please state:

Source of income:

Weekly amount: € , .

Total amount from redundancy or compensation: € , .

50. Do you wish to apply for an increase for children who normally live with you and who are being supported by you? Yes No

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

Under age 18.

Aged 18-22 in full-time education.

Child 1

Surname:

First names:

Relationship to you:

PPS Number:

Child 2

Surname:

First names:

Relationship to you:

PPS Number:

Child 3

Surname:

First names:

Relationship to you:

PPS Number:

Child 4

Surname:

First names:

Relationship to you:

PPS Number:

Child 5

Surname:

First names:

Relationship to you:

PPS Number:

Continued on the next page

Child 6

Surname:

First names:

Relationship to you:

PPS Number:

Child 7

Surname:

First names:

Relationship to you:

PPS Number:

Important information

If you wish to claim an increase for dependent children, while your spouse, civil partner or cohabitant is in employment or self-employment, you must submit details of their income such as a copy of their recent payslip or details of their self-employment.

You must attach written confirmation from the school or college for the children aged 18 to 22, if any.

A separate sheet of paper can be used for details of additional children, if any.

51. If you did not claim when your self-employment ended, please state the reasons why:

Please state the date from which you wish to claim:

D D

M M

Y Y Y Y

52. Do you wish to apply for Optional Jobseeker's Allowance if you do not qualify for the full rate of Jobseeker's Benefit Self-Employed?

Yes

No

Have you:

- Answered all the questions that apply to you?
- Submitted your most recent Notice of Assessment if you have one? See **Question 22**.
- If you are claiming for children between 18 and 22 years of age who are in full-time education, included a letter from their school or college? See **Part 7**.
- Provided the details of where you would like to receive your payment? See **Part 10**.
- Signed the declaration? See **Part 11**.
- Signed the Record of Mutual Commitments? See **Part 12**.

Note:

Depending on your circumstances, some or all of your Jobseekers Benefit Self-Employed payment may be liable to income tax. However, tax is not charged on increases paid for any dependent children, or on the first €13 per week of your payment. PRSI and USC are also not charged on payments.

The department pays Jobseekers Benefit Self-Employed without deducting tax. However, the department notifies the Office of the Revenue Commissioners of the taxable amount of the payment to be taken into account for income tax purposes. This means you do not have to do anything for the correct tax to be paid.

Information about the taxation of social protection payments is available from the Office of the Revenue Commissioners and on the Jobs and Pensions page:

www.revenue.ie/en/jobs-and-pensions.

Please bring or post this completed application form, along with the relevant supporting documents as listed on the form, to your local Intreo Centre or Social Welfare Branch Office. You can find the name and address by visiting www.gov.ie/intreocentres.

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.