

Proof of Unemployment

It is essential that you provide at least one of the below proofs of 6 months continuous unemployment. We will verify the proof with the relevant authority.

Proof Provided:

- Letter from “Job Centre Plus” stating, by name, that the applicant is considered to have been unemployed for at least the last six months prior to their Job Track application date. This must include the contact name of an officer within the office.

- Letter from the Department of Work and Pensions confirming the applicant has been either unemployed or been a full-time unpaid carer for at least the last six months prior to their Job Track application date

- Letter stating unemployment status from *Ingeus* which confirms that you are actively seeking employment through their agency

Please send this form, with the proof of unemployment, to:

JOB TRACK
Business Travel Department
The Hub
North Station Car Park
Colchester, Essex
CO1 1JS

We are unable to return any accompanying documentation.

OFFICE USE ONLY:

Date Membership Activated: ___ / ___ / 20___

Membership Expiry Date: ___ / ___ / 20___

POU Verification Method: _____

Setup on Actinic Date: ___ / ___ / 20___

Emailed Details Date: ___ / ___ / 20___



Job Track Membership Terms

Please keep the information below for your reference.

Membership Validity is for six months from the date of application. You may not reapply to be a member of the Job Track scheme within twelve months of any previous membership commencement.

Once you have accepted a job offer and been given a Season Ticket, as described below, your membership of the Job Track Scheme is effectively terminated (although the terms concerning Season Tickets issued by Job Track will still apply).

You must provide Job Track / Greater Anglia with documentation as required from time to time to ensure your membership remains valid. If such documents are not supplied we retain the right to withdraw your access to the scheme and any future membership validity.

Please note, we will only accept applications for tickets / season tickets that have resulted from offers for interview / job offers that have occurred during your Job Track Membership. Your membership does not start until you receive official notification from the Job Track team.

Tickets for Attending Interviews will be supplied up to six times within the membership period. Once you have reached your quota of six tickets you may not apply for any more. If your interview is cancelled or you do not attend it you must let the Job Track team know immediately and return any tickets to us.

Tickets will only be supplied once an order for a ticket has been made and the Job Track team have received verifiable proof of a job interview.

Job Track / Greater Anglia are not responsible for any failure to attend an interview through train service disruption and hold no liability in this respect.

The Job you are being interviewed for MUST be based in a Town or City served by Greater Anglia trains (or in within the boundaries of the London Travelcard zones 1, 2 or 3 (although tickets will only be supplied to London Liverpool Street))

Season Tickets will be supplied following a confirmed job offer which is accepted by you. We will supply free travel on Greater Anglia services (only) which commences on the start date of your new job and runs continuously for up to two months after your start date.

Should you leave the job within the two month period (or decide not to take up the job) any tickets issued to you under the Job Track Scheme will need to be returned immediately by Recorded Delivery to the Job Track address. Failure to do so may leave you liable to further action as if you have travelled without a valid ticket.

A Season Ticket will only be supplied once during the membership period and only upon receipt of a "Job Track" order accompanied by a verifiable proof of a job offer which includes a start date.

Job Track / Greater Anglia are not responsible for any failure to attend work through train service disruption and hold no liability in this respect.

The Job you are travelling to MUST be based in a Town or City served by Greater Anglia trains (or in within the boundaries of the London Travelcard zones 1, 2 or 3 (although tickets will only be supplied to London Liverpool Street))

Ticket Refunds are not payable on any tickets issued under the Job Track scheme. This includes Delay Repay compensation.

Verification of Interview / Job Details you must ensure that the company you are being employed or interviewed by will be willing to verify your interview / offer of employment. We will be unable to issue tickets for interviews or travel to a place of employment where we cannot readily verify the details with the company concerned.

To avoid delays, please make your prospective employer aware of your membership of the scheme.

All proof of employment / interviews must be provided on official letter headed documentation.

Refusal to join the scheme or removal from the scheme may be made at any time based on our joining criteria, misuse of free or reduced rate, facilities supplied by Job Track or information received which may disqualify you from the scheme. The joining and continued membership of the scheme is entirely at the discretion of the Greater Anglia / Job Track team.

Additionally, we will only provide tickets from the station nearest your place of residence (provided that it is a Greater Anglia station). Should your place of residence change your eligibility for a tickets may also change.

We retain the right to amend the Terms and Conditions of the Job Track scheme at any time. Please check the website for details of any changes.