

Are **YOU** ready?

If you would like support to use a computer to:

**APPLY FOR BENEFITS
JOB SEARCH
DO A UNIVERSAL JOB MATCH
CREATE OR UPDATE A CV**

Then come along to one of our **Drop-ins.**

There is no need to book!

Before you start on-line benefit applications you need to have information with you about any:

- Savings
- Earnings (e.g. from payslips)
- Existing benefits and pensions
- Outgoings (e.g. rent, mortgage, childcare etc)
- Local Housing Allowance limit (if you rent from a private landlord)

We look forward to assisting you!

Contact us if you require this leaflet in an alternative format

For more information contact:

**the hub
your community
action centre**

**24-26 Friars Vennel
Dumfries DG1 2RL**

Tel: 01387 269 161

**email: info@thehubdg.org.uk
www.thehubdg.org.uk**

**ONE to ONE SUPPORTED
DROP-INS**

**TUES & THUR 10am–12pm
MON & WED 2pm–4pm**



the hub Dumfries and Galloway
A Scottish Charitable Incorporated
Organisation Scottish Charity Number SC043384
We are funded by Dumfries and Galloway Council

the hub – your community action centre is for community groups, voluntary organisations and social enterprises who need affordable, accessible office accommodation with development support to set up and deliver their services. Meeting rooms are also available to book at competitive hourly rates. We deliver a range of projects and services that assist people in our local communities.
Working together making a difference



Your community action centre



European Union



The Scottish Government

EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

**SUPPORTED
Computer Drop-in
Sessions**



**We can help you to
complete your on-line
benefit forms.
No need to book**

BENEFITS

Most benefit applications are now only available on-line.

This includes Housing Benefit, Council Tax Benefit, Job Seekers Allowance, Universal Credit and applications to the Scottish Welfare Fund.


You may not be familiar with applying for these on-line? Or maybe don't feel confident about using a computer?

We Can Help!

the hub—your community action centre is offering **FREE one to one supported computer access drop-ins** to help you learn how to submit your applications on-line.





Our trained volunteers can;

- Help you to use a computer, even if you are a beginner
- Log you on to the internet and help you find the right form, called an 'e' form 
- Help you with understanding the 'e' forms, and filling in the answers
- Help you to complete the 'e' form and then submit it, or save it to finish another day
- Help you to use Universal Job Match
- Help you to apply for jobs on-line, and create or update a CV
- Help to give you confidence in yourself and your own ability to 'surf the net'



What can you expect from our One to One supported computer drop-ins?

- Free, friendly and confidential support 
- Help from someone who understands—someone just like you
- An opportunity to set up your own email address, and help with how to use it 
- Help to complete and return your benefit application forms
- An opportunity to get on-line and learn about the advantages it can give you
- Support to access other services which may be able to help you too

