JOB SEARCH LOG

Workforce Solutions

1-888-469-JOBS
www.wrksolutions.com

Name _____ User ID _____

Social Security Number Password _____

Week of _____

Date & Time	Employer Name	How Contacted	Person Contacted	Position Applied For	Results	Hours*	Notes
	address, phone no. & e-mail	❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		

Note: If you provide false information to obtain benefits for which you are not entitled, you may be subject to administrative penalties or criminal or civil charges.

I certify the information presented is true and correct.

_____
Signature   *Date*

*Note: Complete only if requested to do so. Enter time spent researching jobs, preparing resumes, networking, submitting job applications and interviewing for jobs.

effective 11/14/2011
245-JSL-E

Date	Employer Name	How Contacted?	Person Contacted	Position Applied For	Results	Hours*	Notes
	address, phone no. & e-mail	❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
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		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
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		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		
		❏ in person ❏ Workforce Solutions Office ❏ mail, fax ❏ e-mail, online			❏ not hiring ❏ pending ❏ interview ❏ hired		