

Employment Security Commission Unemployment Insurance

Work Search Record

Claimant _____
 SSN: _____
 Review Date: _____
 Interviewer _____
 PI ERI

Work Search Requirements: The Employment Security Law requires claimants to actively seek work. Commission Regulation 10.25 defines the minimally acceptable work search effort as two in-person contacts with different employers on different days for each week claimed. The Regulation allows agency representatives, based upon their knowledge of the labor market, your experience, and skill level, to increase or decrease the number and frequency of contacts and to approve other contact methods. Failure to meet weekly requirements specified and documented by the agency representative or failure to present your completed Work Search Record upon request may cause a delay or denial of benefits. In addition, repeated contacts with the same employer may cause a delay or denial of benefits. **By signing this acknowledgement you are certifying that you understand your minimum work search requirements and will comply with the weekly work search requirements documented below.**

Weekly Work Search Requirements

• Different Employer Contacts Required:	Number Days Required to Seek Work		
• Approved Contact Method(S)			
• Types of Work:			
Interviewer's Initials	Date	Claimant's Signature	Date

Instructions for completing your work search record	For each week claimed, enter your work search contacts in the appropriate block below. Enter the beginning and ending dates of the week(s) claimed, the name and address of the employers contacted, the date of contacts, the method of contacts, the type work you applied for, and the result of each contact (application accepted, hired, will call, pending, etc). Do not list repeated contacts with the same employer. If you did not seek work, explain why and report to your local office the following week.
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Week 1	Beginning Sunday and Ending Saturday			
<input type="checkbox"/> I did not seek work during this week because:				
Date of Contact	Employer's Name & Address	Contact Method	Type Work Applied For	Results

Week 2	Beginning Sunday and Ending Saturday			
<input type="checkbox"/> I did not seek work during this week because:				
Date of Contact	Employer's Name & Address	Contact Method	Type Work Applied For	Results

Week 3	Beginning Sunday and Ending Saturday			
<input type="checkbox"/> I did not seek work during this week because:				
Date of Contact	Employer's Name & Address	Contact Method	Type Work Applied For	Results

Week 4	Beginning Sunday and Ending Saturday			
<input type="checkbox"/> I did not seek work during this week because:				
Date of Contact	Employer's Name & Address	Contact Method	Type Work Applied For	Results

Week 5	Beginning Sunday and Ending Saturday			
<input type="checkbox"/> I did not seek work during this week because:				
Date of Contact	Employer's Name & Address	Contact Method	Type Work Applied For	Results

Week 6	Beginning Sunday and Ending Saturday			
<input type="checkbox"/> I did not seek work during this week because:				
Date of Contact	Employer's Name & Address	Contact Method	Type Work Applied For	Results

Week 7	Beginning Sunday and Ending Saturday			
<input type="checkbox"/> I did not seek work during this week because:				
Date of Contact	Employer's Name & Address	Contact Method	Type Work Applied For	Results

Week 8	Beginning Sunday and Ending Saturday			
<input type="checkbox"/> I did not seek work during this week because:				
Date of Contact	Employer's Name & Address	Contact Method	Type Work Applied For	Results

I hereby certify that the work search information entered above is accurate to the best of my knowledge and belief. I am aware that my reported contacts are subject to verification.

_____ Claimant's Signature

_____ Date