



Client name:			
Below is optional			
Branch:	Case number:	Case manager:	Activity type: JO

Job Search Verification

Week of _____ (DHS week is Saturday to Friday)

Use this form to keep track of your job search. List EVERY contact you make with employers. Also list contacts with the employment office, temporary employment agencies or other job search specialists.

Job search details (Do not ask employer to sign.)

Example	Date: 2/3/14	Employer name: XYZ Company	Job title: Receptionist	Person you talked with: Jane Doe	Employer phone: 540-555-5555	
	Employer Address: 123 Main St., Salem, OR 97303			Employer email address: XYZ.Company@earthlink.net		
	Type of contact: <input type="checkbox"/> In person <input type="checkbox"/> By phone/fax <input checked="" type="checkbox"/> Internet <input checked="" type="checkbox"/> Email <input type="checkbox"/> Other: _____					
	Website: XYZ.Company@AOL.net					
	What I did: <input checked="" type="checkbox"/> Turned in an application <input type="checkbox"/> Interview <input type="checkbox"/> Job lead					
	Other: _____					
	Time spent on employer contact? <input type="checkbox"/> 1 hour <input checked="" type="checkbox"/> ½ hour <input type="checkbox"/> Other: _____					DHS use- Jo time: travel time:
If you traveled to the next employer, what was your travel time? <input checked="" type="checkbox"/> None <input type="checkbox"/> 1 hour <input type="checkbox"/> ½ hour Other: _____						

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The information I am giving on all pages of this form is true and complete.

Client signature: _____ Date: _____ Phone: _____

JOBS use only: Reviewed and approved

Staff name: _____ Phone: _____ Total hours in packet: _____

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