Work search log

Keep records of your contacts with enough detail so they can be verified (sent/received emails, confirmation numbers, etc.). You must make at least two contacts per week. A valid contact can be made by mail, email, phone, fax, in person or via a company website.

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A contact is valid if it is:

- Made with a person who has hiring authority A friend or relative who works for the company is not a valid contact.
- For wage work. Self-employment or independent contract contacts are not valid.

A contact is NOT valid if:

- You fail to submit an application to a company that will accept them.
- The same employer(s) are used in consecutive weeks or within a short time period, unless re-contact is requested by the employer to continue the application process.
- You search websites but fail to submit an application.

	W	EEK OF (Sunday)		to (Saturda	ay)	_	
Date:		Company:					
Method:	□Mail	□Website	□Email	□In person	□Phone	□Fax	
Street address, city, state, ZIP:							
Email or website address:							
Contact person/title/phone: (The telephone number is needed. If not available, please note the reason.)							
Type of work or job title:				Job	Job number and/or confirmation number:		
Application and/or resume submitted? \Box yes \Box no If no, please explain why:							
What is the	next step?						

WEEK OF (Sunday)to (Saturday)							
Date:		Company:					
Method:	□Mail	□Website	□Email	⊡In pers	on [□Phone	□Fax
Street address, city, state, ZIP:							
Email or website address:							
Contact person/title/phone: (The telephone number is needed. If not available, please note the reason.)							
Type of work or job title: Job n					lob number and/or confirmation number:		
Application and/or resume submitted? yes no If no, please explain why:							
What is the	,						

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Idaho Department of Labor \cdot C.L. "Butch" Otter, Governor \cdot Roger B. Madsen, Director An Equal Opportunity Employer and Service Provider

	W	EEK OF (Sunday)		to (Sa	turday)		-	
Date:		Company:						
Method:	⊠Mail	□Website	□Email	⊡In I	Person	□Phone	□Fax	
Street addre	ss, city, sta	te, ZIP:						
Email or web	osite addres	is:						
Contact pers	son/title/ph	ONE: (The telephone	number is need	ded. If not	t available,	please note the	reason.)	
Type of work	or job title:				Job num	ber and/or co	onfirmation number:	
	Application and/or resume submitted? yes no If no, please explain why:							
What is the	next step?							
				10				
Data	W	EEK OF (Sunday)		to (Sa	turday)		-	
Date:		Company:						
Method:	□Mail	Website	□Email	□In I	Person	□Phone	□Fax	
	Street address, city, state, ZIP:							
Email or website address:								
Contact person/title/phone: (The telephone number is needed. If not available, please notate reason.)								
Type of work or job title: Job number and/or confirmation nur					onfirmation number:			
Application a lf no, please	,		□yes □n	0				
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_	W	EEK OF (Sunday)		to (Sa	turday)		-	
Date:		Company:						
Method:	□Mail	□Website	□Email	⊡In I	Person	□Phone	□Fax	
Street addre	ss, city, sta	te, ZIP:						
Email or wet	osite addres	S:						
Contact person/title/phone: (The telephone number is needed. If not available, please note the reason.)								
Type of work	Type of work or job title: Job number and/or confirmation number						onfirmation number:	
Application and/or resume submitted? yes no								

If no, please explain why:
What is the next step?