## 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.

## 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.

	WEEK OF (Sunday)	t	o (Saturday) _						
Date:	Company:								
Method: ☐Ma	il □Website	□Email □	In person	□Phone	□Fax				
Street address, city,	state, ZIP:								
Email or website add	dress:								
Contact person/title/phone: (The telephone number is needed. If not available, please note the reason.)									
Type of work or job t	itle:		Job nui	mber and/or co	onfirmation number:				
Application and/or resume submitted? □yes □no If no, please explain why:									
What is the next ste	p?								
WEEK OF (Sunday)to (Saturday)									
	WEEK OF (Sunday)	t	o (Saturday) <sub>-</sub>						
Date:	Company:		o (Saturday) <sub>-</sub>						
Method: □Ma	Company:	t	o (Saturday) <u>.</u> □In person	□Phone	□Fax				
Method: ☐Ma Street address, city,	Company:  il		, ,,,		□Fax				
Method: □Ma	Company:  il		, ,,,		□Fax				
Method: ☐Ma Street address, city, Email or website add	Company:  il	□Email	□In person	□Phone					
Method: ☐Ma Street address, city, Email or website add	Company:  il	□Email	□In person  If not available	□Phone , please note the r					
Method:   Ma  Street address, city,  Email or website address  Contact person/title	Company:  il	□Email	□In person  If not available	□Phone , please note the r	reason.)				

WEI	EK OF (Sunday) _	to (Saturday)							
Date:	Company:								
Method: ⊠Mail	□Website	□Email	□In P	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 numb	oer and/or co	nfirmation number:			
Application and/or resume submitted? □yes □no If no, please explain why:									
What is the next step?									
WEI	EK OF (Sunday) _		_to (Sat	turday)					
Date:	Company:								
Method: □Mail	□Website	□Email	□In P	erson	□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 numb	per and/or co	nfirmation number:			
Application and/or resume submitted?									
What is the next step?									
WEI	EK OF (Sunday) _		_to (Sat	turday)					
Date:	Company:								
Method: ☐ Mail	□Website	□Email	□In P	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 numb	per and/or co	nfirmation number:			
Application and/or resume submitted?									
What is the next step?									