

Staff name:

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.								
		tails (Do not ask employ		ent agencies or other job searc	n specialists.			
301	Date:	Employer name:	Job title:	Person you talked with:	Employer phone:			
		XYZ Company	Receptionist	Jane Doe	540-555-5555			
	Employer Address: 123 Main St., Salem, OR 97303			Employer email address: XYZ.Company@earthlink.net				
ıρle	Type of contact:							
Example	Website: XYZ.Company@AOL.net What I did: ☐ Turned in an application ☐ Interview ☐ Job lead Other:							
		on employer contact? [1 hour	hour Other:	DHS use- Jo time:			
		led to the next employer		avel time?	travel time:			
	None	1 hour 1½ ho	ur Other:		traver time.			
	Date:	Employer name:	Job title:	Person you talked with:	Employer phone:			
	Employer A	Address:		Employer email address:				
	Type of cor	ntact:	By phone/fax	☐ Internet ☐ Email ☐ Oth	er:			
	Website:	Turned in an appli	notion Int	erview Job lead				
	What I did: Other:	Turned in an applic		erview				
	Time spent	on employer contact? [1 hour ½	hour Other:	DHS use- Jo time:			
	If you trave	travel time:						
	Date:	Employer name:	Job title:	Person you talked with:	Employer phone:			
	Employer A	Address:	Employer email address:					
	Type of cor	ntact:	By phone/fax	☐ Internet ☐ Email ☐ Oth	er:			
	Website:	Turned in an appli	notion Int					
	What I did: Turned in an application Interview Job lead Other:							
	Time spent	DHS use- Jo time:						
	If you traveled to the next employer, what was your travel time?							
	None	☐ 1 hour ☐ ½ ho	<u> </u>		travel time:			
The information I am giving on all pages of this form is true and complete. Client signature: Date: Phone:								
Client signature: Date: Phone:								

Total hours in packet:

Phone:

Job search details (Do not ask employer to sign.) Person you talked with: Date: Employer name: Job title: Employer phone: Employer Address: Employer email address: Type of contact: ☐ In person ☐ By phone/fax ☐ Internet ☐ Email ☐ Other: Website: What I did: Turned in an application Interview Job lead Other: Time spent on employer contact?

1 hour

1/2 hour

Other: DHS use-Jo time: If you traveled to the next employer, what was your travel time? travel time: \square 1 hour \square ½ hour None Other: Person you talked with: Employer name: Job title: Date: Employer phone: Employer Address: Employer email address: Type of contact: In person By phone/fax Internet Email Other: Website: Turned in an application What I did: ☐ Interview Job lead Other: Time spent on employer contact?

1 hour

½ hour DHS use-Other: Jo time: If you traveled to the next employer, what was your travel time? travel time: None 1 hour ☐ ½ hour Other: Employer name: Person you talked with: Date: Job title: Employer phone: Employer Address: Employer email address: Type of contact: In person By phone/fax ☐ Internet ☐ Email ☐ Other: Website: What I did: Turned in an application Interview ☐ Job lead Other: DHS use-Time spent on employer contact?

1 hour

½ hour Other: Jo time: If you traveled to the next employer, what was your travel time? travel time: None 1 hour ☐ ½ hour Other: Person you talked with: Date: Employer name: Job title: Employer phone: Employer Address: Employer email address: Type of contact: ☐ In person ☐ By phone/fax ☐ Internet ☐ Email ☐ Other: Website: What I did: Turned in an application ☐ Interview Job lead Other: Time spent on employer contact? 1 hour 1/2 hour Other: DHS use-Jo time: If you traveled to the next employer, what was your travel time? travel time: None 1 hour ½ hour Other: JOBS use only: Reviewed and approved Staff name: Phone:

Employer name: Job title: Person you talked with: Employer phone: Date: Employer Address: Employer email address: Type of contact: In person By phone/fax Internet Email Other: Website: What I did: Turned in an application ☐ Interview ☐ Job lead Other: DHS use-Time spent on employer contact?

1 hour

½ hour Other: Jo time: If you traveled to the next employer, what was your travel time? travel time: None 1 hour ☐ ½ hour Other: Person you talked with: Employer name: Job title: Date: Employer phone: Employer email address: Employer Address: Type of contact: ☐ In person ☐ By phone/fax ☐ Internet ☐ Email ☐ Other: Website: Turned in an application What I did: Interview Job lead Other: Time spent on employer contact? 1 hour 1/2 hour DHS use-Other: Jo time: If you traveled to the next employer, what was your travel time? travel time: ☐ ½ hour None 1 hour Other: Job title: Date: Employer name: Person you talked with: Employer phone: Employer Address: Employer email address: Type of contact: In person By phone/fax Internet Email Other: Website: What I did: Turned in an application Interview Job lead Other: Time spent on employer contact?

1 hour

½ hour DHS use-Other: Jo time: If you traveled to the next employer, what was your travel time? travel time: 1 hour ☐ ½ hour None Other: Person you talked with: Employer name: Job title: Employer phone: Date: Employer email address: Employer Address: ☐ In person ☐ By phone/fax ☐ Internet ☐ Email ☐ Other: Type of contact: Website: What I did: Turned in an application Interview Job lead Time spent on employer contact?

1 hour

½ hour DHS use-Other: Jo time: If you traveled to the next employer, what was your travel time? travel time: ☐ 1 hour ☐ ½ hour None Other: JOBS use only: Reviewed and approved Staff name: Phone:

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

Job search details (Do not ask employer to sign.)							
	Date:	Employer name:	Job title:	Person yo	ou talked with:	Employer phone:	
	Employer /	Address:		Employer email address:			
	Type of co	ntact:	By phone/fax	☐ Internet ☐ Email ☐ Other:			
	Website:						
	What I did: Turned in an application Interview Job lead Other:						
	Time spen	DHS use- Jo time:					
	If you trave ☐ None		travel time:				
	Date:	Employer name:	Job title:	Person yo	ou talked with:	Employer phone:	
	Employer /	Address:		Employer email address:			
	Type of co	ntact:	By phone/fax	Interne	t 🗌 Email 🗌 Oth	ier:	
	Website: What I did: Turned in an application Interview Job lead Other:						
		t on employer contact? [1 hour ½	hour	Other:	DHS use-	
If you traveled to the next employer, what was your travel time?						Jo time: travel time:	
	Date:	Employer name:	Job title:	Person yo	ou talked with:	Employer phone:	
	Employer Address:			Employer email address:			
	Type of co	ntact:	By phone/fax	Interne	t 🗌 Email 📗 Oth	ier:	
	Website: _ What I did:	Turned in an applic	cation Inte	erview	Job lead		
	Other:			01 11011	000 1000		
	Time spen	t on employer contact?	1 hour ½	hour	Other:	DHS use- Jo time:	
	If you traveled to the next employer, what was your travel time? None 1 hour 1½ hour Other:						
	Date:	Employer name:	Job title:	Person yo	ou talked with:	Employer phone:	
	Employer Address:			Employer email address:			
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	Website: _ What I did:	Turned in an applic	oction Int	erview	Job lead		
	Other:	☐ Turned in an applic		erview	Job lead		
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JOBS use only: Reviewed and approved							
Sta	ff name:				Phone:		