WorkForce WV Work Search Log

✓ Use this work search log to: Record your job search activities and verify you are looking for work if you are randomly selected.

Name: _____ **Claimant ID:** _____

Week starting Sunday *(date):*		*(through)* **Saturday** *(date):*	

Date:	Position	Pay rate	Employer name and address	Job ID or person contacted	Contact email, website, or phone	Result

Week starting Sunday *(date):*		*(through)* **Saturday** *(date):*	

Date:	Position	Pay rate	Employer name and address	Job ID or person contacted	Contact email, website, or phone	Result

Week starting Sunday *(date):*		*(through)* **Saturday** *(date):*	

Date:	Position	Pay rate	Employer name and address	Job ID or person contacted	Contact email, website, or phone	Result

Week starting Sunday *(date):*				*(through)* **Saturday** *(date):*		
Date:	**Position**	**Pay rate**	**Employer name and address**	**Job ID or person contacted**	**Contact email, website, or phone**	**Result**

Week starting Sunday *(date):*				*(through)* **Saturday** *(date):*		
Date:	**Position**	**Pay rate**	**Employer name and address**	**Job ID or person contacted**	**Contact email, website, or phone**	**Result**

Week starting Sunday *(date):*				*(through)* **Saturday** *(date):*		
Date:	**Position**	**Pay rate**	**Employer name and address**	**Job ID or person contacted**	**Contact email, website, or phone**	**Result**

Please ensure to save this Work Search Log along with any documentation related to the work search activities listed above such as: email with employer, job application receipt, job posting, job fair announcement, etc.
Failure to provide job search information at the request of WorkForce WV may result in a disqualification from receiving benefits.

WorkForce
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