## **WORK SEARCH RECORD**

List all the employers and labor unions you contact each week while claiming unemployment insurance benefits. This template may help you keep a record of your work search contacts. The Division of Unemployment Insurance may ask you to provide proof of your search for work at any time you are claiming benefits. You must contact different employers each week. When you run out of space on this sheet, continue your list on separate sheets of paper.

Date of Contact	Employer name, address, phone number	Method of contact	Name of person contacted	Position applied for	Was application taken?	Result of contact