Job-search log for week ending (Month/Day/Year)

Name (Last, First, Middle): _____

INSTRUCTIONS: Please use dark ink only. Do not send your logs to us unless we ask for them. You must complete a log for each week you claim unemployment benefits. You must have a combined total of three Employer contacts, approved WorkSource activities or Other approved activities each week. Keep your job-search log for at least 30 days after you receive your last benefit payment. We may verify your Employer contacts, approved WorkSource activities or Other approved activities conducted. Providing false information is fraud that can result in a denial of your unemployment benefits and additional penalties.

MM/DD/YYYY

You can get more logs at your local WorkSource office or online at esd.wa.gov/job-search-log. Refer to your Handbook for Unemployed Workers for further instructions on completing this log.

EMPLOYER CONTACTS AND JOB-SEARCH ACTIVITIES

CONTACT 1 Contact Date (MM/DD/YYYY):

What kind of activity did you do? Choose one: Employer contact WorkSource activity Other activity

If this was an **employer contact**, please provide the following:

Job title or job reference number:

Employer or business name:

How did you make the contact? □ In-person □ Online □ By phone □ By Email □ By mail Generation Other:

Type of contact (Choose one)

□ Application/resume □ Interview □ Inquiry

Employer or business contact information:

Address: _____ City: _____ State: _____

Website or email address:

Phone number:

If this was an approved **WorkSource activity**, please provide the following information:

What activity did you complete:

What documentation do you have:

Where did you complete this activity?

Office name:

City: State:

If this was an approved other activity, please provide the following information:

What activity did you complete:

What documentation do you have:

CONTACT 2 Contact Date (MM/DD/YYYY):

What kind of activity did you do? Choose one: Employer contact U WorkSource activity Other activity

If this was an **employer contact**, please provide the following: Job title or job reference number:

Employer or business name:

How did you make the contact? □ In-person □ Online □ By phone □ By Email □ By mail

❑ Other:

Type of contact (Choose one)

□ Application/resume □ Interview □ Inquiry

Employer or business contact information:

Address:	
City:	State:
Website or email address:	

Phone number:

If this was an approved **WorkSource activity**, please provide the following information:

What activity did you complete:

What documentation do you have:

Where did you complete this activity?

Office name:

City: State:

If this was an approved other activity, please provide the following information:

What activity did you complete:

What documentation do you have:

Keep this log for your records.

CONTACT 3 Contact Date (MM/DD/YYYY): What kind of activity did you do? Choose one:

Employer contact U WorkSource activity Other activity

If this was an **employer contact**, please provide the following: Job title or job reference number:

Employer or business name:

How did you make the contact? □ In-person □ Online □ By phone □ By Email □ By mail

Other:

Type of contact (Choose one)

□ Application/resume □ Interview □ Inquiry

Employer or business contact information:

Address:	
City:	State:
Website or email address:	
Phone number:	
f this was an approved WorkSource (

please provide the following information:

What activity did you complete:

What documentation do you have:

Where did	you	complete	this	activity?
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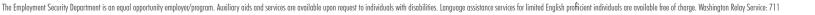
Office name:

City: _____ State:

If this was an approved other activity, please provide the following information:

What activity did you complete:

What documentation do you have:





ID or SSN: