

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

Name (Last, First, Middle): _____

ID or SSN: _____

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 either the end of your benefit year¹ or when you receive your last payment on a benefit extension², whichever is later.** 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.

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

Keep this log for your records.

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

☐ 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 *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: _____

CONTACT 3 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

☐ 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: _____