

Job Search Requirements

To continue receiving benefits, you **must**:

Look for work **at least**:

- 3 times per week on
- 3 or more different days

You must also keep a record of your work searches..

If you are a union member and may only accept work through your union, you must keep track of all contacts between you and the Union.

Use this Work Search Log to:

- Record your job search activities,
- Take to your Career Center appointments, and
- Prove you are looking for work if you are randomly selected.

Get more copies of this form at any Career Center or at www.mass.gov/dua/worksearch.

Job Search Log

Name _____ Social Security Number _____ Previous job _____

Previous pay \$ _____ Job(s) you are looking for now: _____ Minimum pay you will accept \$ _____

Week 1: Starting Sunday (date): _____ Through Saturday (date): _____						
Date	Position	Pay rate	Employer name / address / phone / URL	Person contacted	HOW CONTACTED: Web, phone, mail, job fair, networking, etc.	Results

Week 2: Starting Sunday (date): _____ Through Saturday (date): _____						
Date	Position	Pay rate	Employer name / address / phone / URL	Person contacted	HOW CONTACTED: Web, phone, mail, job fair, networking, etc.	Results

Week 3: Starting Sunday (date): _____ Through Saturday (date): _____						
Date	Position	Pay rate	Employer name / address / phone / URL	Person contacted	HOW CONTACTED: Web, phone, mail, job fair, networking, etc.	Results

Week 4: Starting Sunday (date): _____ Through Saturday (date): _____						
Date	Position	Pay rate	Employer name / address / phone / URL	Person contacted	HOW CONTACTED: Web, phone, mail, job fair, networking, etc.	Results

Week 5: Starting Sunday (date): _____ Through Saturday (date): _____						
Date	Position	Pay rate	Employer name / address / phone / URL	Person contacted	HOW CONTACTED: Web, phone, mail, job fair, networking, etc.	Results

Week 6: Starting Sunday (date): _____ Through Saturday (date): _____						
Date	Position	Pay rate	Employer name / address / phone / URL	Person contacted	HOW CONTACTED: Web, phone, mail, job fair, networking, etc.	Results