

## JOB SEARCH REPORT EMPLOYMENT AND TRAINING PROGRAM

\_\_\_\_\_, as a volunteer in the Education and Training program, we recommend that you complete  
(Volunteer's Name)  
\_\_\_\_\_ job searches each month. You can use this form to record your job search----- efforts,  
which includes, but

is not limited to, filling out applications, attending interviews, attending job fairs, and calling potential employers. Once you have  
completed this form, you can return it to program staff located at \_\_\_\_\_.

(Address of Local Service Center)

To receive assistance with transportation costs for job searching, you must turn in proof of how much it cost you to apply for these jobs.  
(i.e., receipts from purchasing gas or bus passes).

Please submit your job search record by: \_\_\_\_\_ no later than \_\_\_\_\_  
(Date) (Time)  AM  PM

Program staff will be available on-site if you need assistance, please call \_\_\_\_\_  
(Career Manager)

at \_\_\_\_\_ for help with your job search.  
(Telephone Number)

### Job Search Results

<b>Company's Name:</b>			
<b>Company's Address:</b>			
<b>Date of Visit:</b>		<b>Type of Employment:</b>	
<b>Contact Person:</b>		<b>Phone Number:</b>	
<b>Result of Visit:</b>	<input type="checkbox"/> Filled out an Application <input type="checkbox"/> Submitted a Resume <input type="checkbox"/> Attended a Job Fair	<input type="checkbox"/> Hired for Job <input type="checkbox"/> Employer Not Hiring <input type="checkbox"/> Phone Interview	<input type="checkbox"/> Called Employer <input type="checkbox"/> Other: _____
<b>Comments:</b>			

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<b>Comments:</b>			

**Certification Statement:** This is to certify that I completed applications, submitted resumes, met with potential employers, used referrals from job developers, attended job interviews, attended a job fair or visited with the above employers to obtain employment. The information contained in this Job Search Report is accurate and shows my efforts.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_