

The Texas Workforce Commission Work Search Log

Name: _____

Week of: _____ to _____

Social Security #: _____ - _____ - _____

Number of Required searches: _____

If you are still unemployed after eight weeks of benefits, you should reduce your salary requirement and look at more job openings. Make as many copies of this as you need, or print copies at www.twc.state.tx.us/ui/bnfts/worksearchlog.html.

Date, Description of Work Search <small>(Ex: Applied for job, submitted resume, attended job fair, interviewed, used Workforce Center, searched online)</small>	Name, Location and Telephone Number of Employer/Service/Agency <small>(For address, use street or Internet address)</small>	Contact Information <small>Complete all that apply.</small>	Results
Date of Activity	Name	Person Contacted	<input type="checkbox"/> Hired <input type="checkbox"/> Not hiring
Work Search Activity	Address	<input type="checkbox"/> By Mail (Enter Address at left)	Start date
Type of Job	City, State, Zip Code	<input type="checkbox"/> E-Mail	<input type="checkbox"/> Application filed
	Area Code + Phone # (.....).....	<input type="checkbox"/> Fax # (.....).....	<input type="checkbox"/> Other
Date of Activity	Name	Person Contacted	<input type="checkbox"/> Hired <input type="checkbox"/> Not hiring
Work Search Activity	Address	<input type="checkbox"/> By Mail (Enter Address at left)	Start date
Type of Job	City, State, Zip Code	<input type="checkbox"/> E-Mail	<input type="checkbox"/> Application filed
	Area Code + Phone # (.....).....	<input type="checkbox"/> Fax # (.....).....	<input type="checkbox"/> Other
Date of Activity	Name	Person Contacted	<input type="checkbox"/> Hired <input type="checkbox"/> Not hiring
Work Search Activity	Address	<input type="checkbox"/> By Mail (Enter Address at left)	Start date
Type of Job	City, State, Zip Code	<input type="checkbox"/> E-Mail	<input type="checkbox"/> Application filed
	Area Code + Phone # (.....).....	<input type="checkbox"/> Fax # (.....).....	<input type="checkbox"/> Other
Date of Activity	Name	Person Contacted	<input type="checkbox"/> Hired <input type="checkbox"/> Not hiring
Work Search Activity	Address	<input type="checkbox"/> By Mail (Enter Address at left)	Start date
Type of Job	City, State, Zip Code	<input type="checkbox"/> E-Mail	<input type="checkbox"/> Application filed
	Area Code + Phone # (.....).....	<input type="checkbox"/> Fax # (.....).....	<input type="checkbox"/> Other

An individual may receive and review information that TWC collects regarding that individual by sending an e-mail to open.records@twc.state.tx.us or writing to TWC Open Records Unit, 101 E. 15th St. Room 266, Austin TX 78778-0001.

Keep this form for your records. Send a copy to TWC only if requested, using the address or fax number we give you.

TWC use only
 Verifier ID: _____
 V-Date: _____
 Outcome: _____
 A _____
 U# _____
 UO _____
 RD: _____
 WSV BWE: _____