

WORK SEARCH REPORT

Name: _____ Last four digits of your SS#: _____

You are required to make and **keep accurate records of your weekly job contacts.** A valid contact depends on the type of work you are qualified to perform. Submitting a resume would be a valid contact when applying for work in a "professional" trade. Applying in person would be a valid contact for "non-professional" trades. If the employer requires online applications through their website, a contact is only valid if the application is made in that manner. Telephone calls are **NOT** an acceptable method of contact. You must contact someone authorized to hire and provide the name and title of the person contacted. **You may be asked to submit a copy of this list to the department. Always keep a copy of your list.** If you have questions, please refer to "Work Search Requirements" in your claimant handbook or call the claimant assistance line at 877-214-3332.

Company Information

Date _____ Name of Business _____ Person Contacted _____
Address _____
Address _____
Telephone Number _____
E-mail Address _____ Method Used to Apply ? _____
Position Applied for _____ Shifts you are available for? _____

Date _____ Name of Business _____ Person Contacted _____
Address _____
Address _____
Telephone Number _____
E-mail Address _____ Method Used to Apply ? _____
Position Applied for _____ Shifts you are available for? _____

Date _____ Name of Business _____ Person Contacted _____
Address _____
Address _____
Telephone Number _____
E-mail Address _____ Method Used to Apply ? _____
Position Applied for _____ Shifts you are available for? _____

CERTIFICATION: I understand that the law prescribes PENALTIES for FALSE STATEMENTS to obtain or increase benefits and that I will have to repay any benefits falsely obtained. I hereby certify that the information contained on this form is true to the best of my knowledge and belief. By signing this document, I certify that I have read the Vermont Unemployment Insurance Claimant Handbook and that I understand my Rights and Responsibilities about filing for Unemployment Benefits.

Signature: _____