

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 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 an online application 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 claimant assistance at 877-214-3332.

Company Information	
Date of Contact _____	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 of Contact _____	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 of Contact _____	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: _____