



# Work Search Record

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

- If you became unemployed within the past 30 days, you must have performed at least 1 work search activity OR provide proof that you have applied for unemployment benefits.
- If you have been unemployed for 30 days or more, you must have performed at least three (3) work search activities during your time of unemployment.
- Your 3 work search activities may be a combination of positions you have applied for AND other work search activities.
- See page 2 for definitions of work search activities and instructions.

**Businesses/Employers you contacted:**

List jobs for which you have applied, interviews you have attended and businesses/employers you have contacted.

Date of contact	Position Applied for	Business/Employer name	Business/Employer - Contact Information ( <i>address, telephone email, website/URL, fax</i> )

**Work Search Activities:** List things you did to find a job that were not business/employer contacts. See reverse for suggested activities.

Date of Activity	Activity performed (indicate the # of the Work Search Activity you engaged in from page 2)



## **Work Search Record Instructions**

You must be actively searching for work in order to qualify for a child care subsidy, with the reason being "*Looking for Work.*" Federal and state laws provide for penalties of fine, imprisonment, or both if you do not tell the truth when you apply for Child Care Assistance or when you are questioned about your eligibility, or if you cause someone else not to tell the truth regarding your application or continuing eligibility. Penalties also apply if you conceal or fail to disclose facts regarding your initial or continuing eligibility for child care assistance ; or if you conceal or fail to disclose facts that would affect the right of someone, for whom you have applied, to obtain or continue to receive Child Care Assistance.

### **Work Search Activities:**

Work search activities may include, but are not limited to:

1. Visiting a local New York State Career Center
  - Meeting with Career Center advisors
  - Getting information from Career Center staff about jobs which may be available in a particular industry or region (obtaining job market information)
  - Working with Career Center Staff to assess your skills and match them to possible occupations and jobs (skills assessments for occupations matching)
  - Participating in instructed workshops
  - Getting job referrals and job matches from the Career Center and following up with employers
2. Visiting a job site and completing a job application in person with employers who may be reasonably expected to have openings
3. Submitting a job application and/or resume in response to a public notice or want ad or to employers who may reasonably be expected to have opening
4. Attending job search seminars, scheduled career networking meetings, job fairs, or employment-related workshops that offer instruction to improve job-hunting skills
5. Interviewing with possible employers
6. Applying for employment with former employer(s)
7. Register with and checking in with private employment agencies, placement services, unions, and placement offices of schools, colleges, or universities and/or professional organizations
8. Using the telephone, business directories, internet, or online job-matching systems to search for jobs, get leads, request referrals, or make appointments for job interviews
9. Applying and/or registering for and taking Civil Service Examination(s) for government job openings.