



Participant Name:  
Case Number:  
Case Manager:  
District Number:  
Date:

**JOB SEARCH PROGRESS**

DATE & TIME	JOB INFO (NAME/ADDRESS/PHONE#)	ACTION TAKEN & FOLLOW UP	JOB INTERVIEW INFO	PLANNED FOLLOW-UP
DATE:  TIME SPENT:  MILES: ↑ BUS	COMPANY: _____  ADDRESS: _____  CITY/ZIP: _____  PHONE #: _____  MANAGER: _____	MARK BOXES BELOW: ↑ APPLICATION OR RESUME SUBMITTED ↑ SPOKE WITH MANAGER: _____  ↑ HIRING NOW ↑ INTERVIEWED ↑ FOLLOWED UP WITH PHONE CALL	DATE: _____ TIME: _____ INTERVIEWER'S NAME: _____  BRING THE FOLLOWING: ↑ VALID I.D. ↑ REFERENCES ↑ OTHER:	
DATE:  TIME SPENT:  MILES: ↑ BUS	COMPANY: _____  ADDRESS: _____  CITY/ZIP: _____  PHONE #: _____  MANAGER: _____	MARK BOXES BELOW: ↑ APPLICATION OR RESUME SUBMITTED ↑ SPOKE WITH MANAGER: _____  ↑ HIRING NOW ↑ INTERVIEWED ↑ FOLLOWED UP WITH PHONE CALL	DATE: _____ TIME: _____ INTERVIEWER'S NAME: _____  BRING THE FOLLOWING: ↑ VALID I.D. ↑ REFERENCES ↑ OTHER:	
DATE:  TIME SPENT:  MILES: ↑ BUS	COMPANY: _____  ADDRESS: _____  CITY/ZIP: _____  PHONE #: _____  MANAGER: _____	MARK BOXES BELOW: ↑ APPLICATION OR RESUME SUBMITTED ↑ SPOKE WITH MANAGER: _____  ↑ HIRING NOW ↑ INTERVIEWED ↑ FOLLOWED UP WITH PHONE CALL	DATE: _____ TIME: _____ INTERVIEWER'S NAME: _____  BRING THE FOLLOWING: ↑ VALID I.D. ↑ REFERENCES ↑ OTHER:	

I declare under penalty of perjury that I have completed the necessary contacts, follow-ups, and/or job readiness preparation activities to meet my required hours of weekly participation. I authorize County staff or their representatives to contact the employers I have listed to obtain specific information for the sole purpose of evaluating my progress and efforts to obtain employment. This form was read by me or to me prior to my signing.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE





DATE & TIME	JOB INFO (NAME/ADDRESS/PHONE#)	ACTION TAKEN & FOLLOW UP	JOB INTERVIEW INFO	PLANNED FOLLOW-UP
DATE: _____ TIME SPENT: _____ MILES: _____ ↑ BUS	COMPANY: _____ ADDRESS: _____ CITY/ZIP: _____ PHONE #: _____ MANAGER: _____	MARK BOXES BELOW: ↑ APPLICATION OR RESUME SUBMITTED ↑ SPOKE WITH MANAGER: _____ ↑ HIRING NOW ↑ INTERVIEWED ↑ FOLLOWED UP WITH PHONE CALL	DATE: _____ TIME: _____ INTERVIEWER'S NAME: _____  BRING THE FOLLOWING: ↑ VALID I.D. ↑ REFERENCES ↑ OTHER:	
DATE: _____ TIME SPENT: _____ MILES: _____ ↑ BUS	COMPANY: _____ ADDRESS: _____ CITY/ZIP: _____ PHONE #: _____ MANAGER: _____	MARK BOXES BELOW: ↑ APPLICATION OR RESUME SUBMITTED ↑ SPOKE WITH MANAGER: _____ ↑ HIRING NOW ↑ INTERVIEWED ↑ FOLLOWED UP WITH PHONE CALL	DATE: _____ TIME: _____ INTERVIEWER'S NAME: _____  BRING THE FOLLOWING: ↑ VALID I.D. ↑ REFERENCES ↑ OTHER:	
DATE: _____ TIME SPENT: _____ MILES: _____ ↑ BUS	COMPANY: _____ ADDRESS: _____ CITY/ZIP: _____ PHONE #: _____ MANAGER: _____	MARK BOXES BELOW: ↑ APPLICATION OR RESUME SUBMITTED ↑ SPOKE WITH MANAGER: _____ ↑ HIRING NOW ↑ INTERVIEWED ↑ FOLLOWED UP WITH PHONE CALL	DATE: _____ TIME: _____ INTERVIEWER'S NAME: _____  BRING THE FOLLOWING: ↑ VALID I.D. ↑ REFERENCES ↑ OTHER:	
DATE: _____ TIME SPENT: _____ MILES: _____ ↑ BUS	COMPANY: _____ ADDRESS: _____ CITY/ZIP: _____ PHONE #: _____ MANAGER: _____	MARK BOXES BELOW: ↑ APPLICATION OR RESUME SUBMITTED ↑ SPOKE WITH MANAGER: _____ ↑ HIRING NOW ↑ INTERVIEWED ↑ FOLLOWED UP WITH PHONE CALL	DATE: _____ TIME: _____ INTERVIEWER'S NAME: _____  BRING THE FOLLOWING: ↑ VALID I.D. ↑ REFERENCES ↑ OTHER:	
DATE: _____ TIME SPENT: _____ MILES: _____ ↑ BUS	COMPANY: _____ ADDRESS: _____ CITY/ZIP: _____ PHONE #: _____ MANAGER: _____	MARK BOXES BELOW: ↑ APPLICATION OR RESUME SUBMITTED ↑ SPOKE WITH MANAGER: _____ ↑ HIRING NOW ↑ INTERVIEWED ↑ FOLLOWED UP WITH PHONE CALL	DATE: _____ TIME: _____ INTERVIEWER'S NAME: _____  BRING THE FOLLOWING: ↑ VALID I.D. ↑ REFERENCES ↑ OTHER:	
DATE: _____ TIME SPENT: _____ MILES: _____ ↑ BUS	COMPANY: _____ ADDRESS: _____ CITY/ZIP: _____ PHONE #: _____ MANAGER: _____	MARK BOXES BELOW: ↑ APPLICATION OR RESUME SUBMITTED ↑ SPOKE WITH MANAGER: _____ ↑ HIRING NOW ↑ INTERVIEWED ↑ FOLLOWED UP WITH PHONE CALL	DATE: _____ TIME: _____ INTERVIEWER'S NAME: _____  BRING THE FOLLOWING: ↑ VALID I.D. ↑ REFERENCES ↑ OTHER:	

