

JOB SEARCH INFORMATION

Name: _____

You must pursue obtaining employment elsewhere with an employer who can accommodate your current restrictions. I recommend that you look for ten (10) jobs per week and at a bare minimum six (6) a week and keep track of your efforts on the following forms. If you do less than ten (10) or do not completely document your searches, they may cut off your weekly check. Please use this as a guide when submitting your job search information.

DATE APPLIED/ RESUME SENT	HOW DID YOU APPLY?	BUSINESS NAME/ ADDRESS OF PROSPECTIVE EMPLOYER	CONTACT PERSON	JOB APPLIED	OUTCOME
7/1/2008	Called current employer	Current Employer 555 West Broad Street Richmond, VA 23235	John Smith, Manager (804) 555-5555	Receptionist	Called once a month for six months with no reply
7/2/2008	Applied with VEC & e-mailed resume	Wal-Mart 222 Midlothian Turnpike Richmond, VA 23222	Joe Doe, Manager (804) 222-2222	Cashier	No light duty work available
7/3/2008	Looked in Sunday paper & faxed resume	Target 333 Parham Road Richmond, VA 23294	Steve Jones, Team Lead (804) 333-3333	Cashier	Called two times and no call back
7/4/2008	Looked in Sunday paper & applied in person	Capital One 444 Capital One Parkway Richmond, VA 23058	Mike Brown, Human Resources (804) 444-4444	Call Center	Job not within my restrictions
7/5/2008	Website: www.monster.com	Doctor's Office 9876 West Broad Street Richmond, VA 23068	Jane Williams, Office Manager (804) 123-1234	Receptionist	Position filled
7/6/2008	Website: www.hotjobs.com	Office Solutions 2002 Chippenham Parkway Richmond, VA 22547	Susie Wilson, Manager (804) 567-5678	Secretary	Interview, no call back
7/5/2008	Mailed application	CVS 231 Hull Street Road Richmond, VA 23220	Bob Roberts, Assistant Manager (804) 987-9876	Cashier	Not hiring

