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| dhs_logo_twoline-HighRSelf Sufficiency Program | | | | | | Client name: | | | | | | | | | | | | |
| Below is optional | | | | | | | | | | | | |
| Branch: | | | SSN or case number: | | | | Case manager: | | | Activity type: | | |
|  | | | | | |  | | | xxxxxxxxxxxxxxxxxx | | | |  | | | JO | | |
| **Job Search Verification** | | | | | | | | | | | | | | | | | | |
| Week of | |  | | | | | | | | | *(DHS week is Saturday to Friday)* | | | | | | | |
| Use this form to keep track of your job search. List EVERY contact you make with employers. Also list contacts with the employment office, temporary employment agencies or other job search specialists. | | | | | | | | | | | | | | | | | | |
| **Job search details** *(Do not ask employer to sign.)* | | | | | | | | | | | | | | | | | | |
| **Example** | Date:  **2/3/14** | | | | Employer name:  **XYZ Company** | | | Job title:  **Receptionist** | | | | Person you talked with:  **Jane Doe** | | | Employer phone:  **540-555-5555** | | | |
| Employer Address:  **123 Main St., Salem, OR 97303** | | | | | | | | | | | Employer email address:  **XYZ.Company@earthlink.net** | | | | | | |
| Type of contact:  In person  By phone/fax  Internet  Email  Other: | | | | | | | | | | | | | | | | |  |
| Website: | | | [**XYZ.Company@AOL.net**](mailto:XYZ.Company@AOL.net) | | | | | | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | | | | | | | |
| Other: | |  | | | | | | | | | | | | | | | |
| Time spent on employer contact? | | | | | | 1 hour  ½ hour  Other: | | | | | | |  | | | **DHS use-**  Jo time:  travel time: | |
| If you traveled to the next employer, what was your travel time? | | | | | | | | | | | | | | | |
| None  1hour  ½ hour Other: | | | | | | | | |  | | | | | | |
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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
| Employer Address: | | | | | | | Employer email address: | | | | |
| Type of contact:  In person  By phone/fax  Internet  Email  Other: | | | | | | | | | | |  |
| Website: | |  | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
| Other: |  | | | | | | | | | | |
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| None  1hour  ½ hour Other: | | | | | |  | | | |
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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
| Employer Address: | | | | | | | Employer email address: | | | | |
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| Website: | |  | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
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| None  1hour  ½ hour Other: | | | | | |  | | | |
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***The information I am giving on all pages of this form is true and complete.***

Signature of client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **JOBS use only:** Reviewed and approved | | |
| Staff name: | Phone: | Total hours in packet: |

**Job search details** *(Do not ask employer to sign.)*

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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
| Employer Address: | | | | | | | Employer email address: | | | | |
| Type of contact:  In person  By phone/fax  Internet  Email  Other: | | | | | | | | | | |  |
| Website: | |  | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
| Other: |  | | | | | | | | | | |
| Time spent on employer contact? | | | | 1 hour  ½ hour  Other: | | | |  | | **DHS use-**  Jo time:  travel time: | |
| If you traveled to the next employer, what was your travel time? | | | | | | | | | |
| None  1hour  ½ hour Other: | | | | | |  | | | |
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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
| Employer Address: | | | | | | | Employer email address: | | | | |
| Type of contact:  In person  By phone/fax  Internet  Email  Other: | | | | | | | | | | |  |
| Website: | |  | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
| Other: |  | | | | | | | | | | |
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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
| Employer Address: | | | | | | | Employer email address: | | | | |
| Type of contact:  In person  By phone/fax  Internet  Email  Other: | | | | | | | | | | |  |
| Website: | |  | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
| Other: |  | | | | | | | | | | |
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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
| Employer Address: | | | | | | | Employer email address: | | | | |
| Type of contact:  In person  By phone/fax  Internet  Email  Other: | | | | | | | | | | |  |
| Website: | |  | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
| Other: |  | | | | | | | | | | |
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| **JOBS use only:** Reviewed and approved | |
| Staff name: | Phone: |

**Job search details** *(Do not ask employer to sign.)*

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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
| Employer Address: | | | | | | | Employer email address: | | | | |
| Type of contact:  In person  By phone/fax  Internet  Email  Other: | | | | | | | | | | |  |
| Website: | |  | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
| Other: |  | | | | | | | | | | |
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| None  1hour  ½ hour Other: | | | | | |  | | | |
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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
| Employer Address: | | | | | | | Employer email address: | | | | |
| Type of contact:  In person  By phone/fax  Internet  Email  Other: | | | | | | | | | | |  |
| Website: | |  | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
| Other: |  | | | | | | | | | | |
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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
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| Website: | |  | | | | | | | | | |
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| Other: |  | | | | | | | | | | |
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| **JOBS use only:** Reviewed and approved | |
| Staff name: | Phone: |

**Job search details** *(Do not ask employer to sign.)*

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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
| Employer Address: | | | | | | | Employer email address: | | | | |
| Type of contact:  In person  By phone/fax  Internet  Email  Other: | | | | | | | | | | |  |
| Website: | |  | | | | | | | | | |
| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
| Other: |  | | | | | | | | | | |
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| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
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|  | Date: | | | Employer name: | | Job title: | | Person you talked with: | | Employer phone: | | |
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| What I did:  Turned in an application  Interview  Job lead | | | | | | | | | | | |
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| **JOBS use only:** Reviewed and approved | |
| Staff name: | Phone: |