Job search requirements

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Work Search Activity Log

To continue receiving benefits, you must:

Look for work at least:

• 3 times per week

You must also keep a record of your work searches.

If you are a union member and may only accept work through your union, you must keep track of all contacts between you and the Union.

Use this work search log to:

- Record your job search activities
- Take to your MassHire Career Center appointments, and
- Verify you are looking for work if you are randomly selected.

Get more copies of this form at any MassHire Career Center or at: www.mass.gov/dua/forms.

Job search log

ame:				Claimant ID:		
To continue receiving benefits, you must look for work at least 3 times per week. You must also keep a record of your work searches.						
Week starting Sunday (date): Click here to enter a date. – Saturday (date): Click here to enter a date.						
	Date	Position	Pay rate	Employer name and address/Employer website	Method of contact	Results
#1					☐ Online ☐ Phone ☐ Email	
, .					☐ Mail ☐ In Person	
Person contacted:				Contact phone number:	Action taken: ☐ Submitted job application ☐ Asked about available work ☐ Job fair	
				Contact email:		
				Contact email.	□ Networking □ Other	
#2					☐ Online ☐ Phone ☐ Email	
#2					☐ Mail ☐ In person	
Person contacted:				Contact phone number: Contact email:	Action taken:	
					☐ Submitted job application ☐ Asked about available work ☐ Job fair	
					☐ Networking ☐ Other	
#3					☐ Online ☐ Phone ☐ Email	
π3					☐ Mail ☐ In person	
Person contacted:				Contact phone number: Contact email:	Action taken:	I
					☐ Submitted job application ☐ Asked about available work ☐ Job fair	
					☐ Networking ☐ Other	
FAILUDE TO CURMIT A COMPLETE FORM MAY DECLUTED DISCUSSIFICATION FROM RECEIVING RENEATED A DOTENTIAL OVERDAYMENT FOR RENEFITS						

FAILURE TO SUBMIT A **COMPLETE** FORM MAY RESULT IN DISQUALIFICATION FROM RECEIVING BENEFITS AND A POTENTIAL OVERPAYMENT FOR BENEFITS ALREADY RECEIVED.

Include any documentation related to the work search activity listed above such as email with employer, job application receipt, job posting, job fair announcement, networking club information, or MassHire Career Center services.

Form 1750-rev. 09-03-19