

**Work Job search requirements:** 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. You can get more copies of this form at any MassHire Career Center or at [www.mass.gov/dua/forms](http://www.mass.gov/dua/forms).



**Work Search Activity Log**

**Job search log**

Name: \_\_\_\_\_ Claimant ID: \_\_\_\_\_

Week starting Sunday (date):		(through) Saturday (date):	
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Date:	Position	Pay rate	Employer name and address	Job ID or person contacted	Contact email, website, or phone	Result

Week starting Sunday (date):		(through) Saturday (date):	
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Date:	Position	Pay rate	Employer name and address	Job ID or person contacted	Contact email, website, or phone	Result

Week starting Sunday (date):		(through) Saturday (date):	
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Date:	Position	Pay rate	Employer name and address	Job ID or person contacted	Contact email, website, or phone	Result

<b>Week starting Sunday (date):</b>					<i>(through)</i> <b>Saturday (date):</b>			
Date:	Position	Pay rate	Employer name and address	Job ID or person contacted	Contact email, website, or phone	Result		

<b>Week starting Sunday (date):</b>					<i>(through)</i> <b>Saturday (date):</b>			
Date:	Position	Pay rate	Employer name and address	Job ID or person contacted	Contact email, website, or phone	Result		

<b>Week starting Sunday (date):</b>					<i>(through)</i> <b>Saturday (date):</b>			
Date:	Position	Pay rate	Employer name and address	Job ID or person contacted	Contact email, website, or phone	Result		

**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.