

Work Search Activity Requirements:



MASSACHUSETTS DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Work Search Activity Log

How to use this form:

- ✓ If you file your claim over the phone, use this form to keep a record of your work search activities.
- ✓ If you file your claim online, you do not need to use this form. You can submit your work search activities online, visit unemployment.mass.gov/claimants to log in and enter your work search activities.
- ✓ You must look for work at least 3 times each week. Visit mass.gov/weeklyuicclaim to learn more about how to file your weekly claim.

Name: _____ Claimant ID: _____

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

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FAILURE TO SUBMIT A COMPLETE FORM, IF REQUESTED BY DUA, 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.