

# 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.

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

## Job search log

Name: \_\_\_\_\_ 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): <a href="#">Click here to enter a date.</a> – Saturday (date): <a href="#">Click here to enter a date.</a>						
	Date	Position	Pay rate	Employer name and address/Employer website	Method of contact	Results
#1					<input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person	
Person contacted:				Contact phone number:	Action taken:	
				Contact email:	<input type="checkbox"/> Submitted job application <input type="checkbox"/> Asked about available work <input type="checkbox"/> Job fair <input type="checkbox"/> Networking <input type="checkbox"/> Other _____	
#2					<input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In person	
Person contacted:				Contact phone number:	Action taken:	
				Contact email:	<input type="checkbox"/> Submitted job application <input type="checkbox"/> Asked about available work <input type="checkbox"/> Job fair <input type="checkbox"/> Networking <input type="checkbox"/> Other _____	
#3					<input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In person	
Person contacted:				Contact phone number:	Action taken:	
				Contact email:	<input type="checkbox"/> Submitted job application <input type="checkbox"/> Asked about available work <input type="checkbox"/> Job fair <input type="checkbox"/> Networking <input type="checkbox"/> Other _____	

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.