

Name: \_\_\_\_\_

# The Texas Workforce Commission

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Work Search Log

Unemployment Insurance (UI) rules require that you actively search for work, making at least your minimum number of required contacts every week. After receiving eight weeks of benefits, the Texas Workforce Commission (TWC) requires you to reduce your salary demands and expand your job search. All information you give to TWC must be true and accurate. You must repay benefits if you fail to make your assigned minimum number of work search contacts in any week. Intentional false statements about work search contacts are fraud and can result in loss of benefits and criminal prosecution.

TWC reserves the right to verify your contacts. You may be asked to produce your work search contact records any time during your benefit year. Document your contacts by including specific details, **especially telephone numbers with area codes whenever available**. Every contact must include the date, details that document the type of contact and complete supporting information, such as telephone numbers. (See *Guidelines for a Productive Work Search* for examples of acceptable contacts.) Keep the log current. Make as many copies as you need, or print copies at [www.twc.state.tx.us/ui/bnfts/worksearchlog.html](http://www.twc.state.tx.us/ui/bnfts/worksearchlog.html).

Date (MM/DD/YY)	Employer/Agency/Service/Event Name, <b>Phone Number with Area Code</b> , and Address (street or mailing, e-mail, and/or Web)	How Contacted?	Person Contacted (full name)	Type of Work Sought	Results?	Application or Résumé filed?
/ /		<input type="checkbox"/> in person <input type="checkbox"/> <b>phone</b> , <input type="checkbox"/> fax <input type="checkbox"/> mail, <input type="checkbox"/> Web <input type="checkbox"/> e-mail			<input type="checkbox"/> Not hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /		<input type="checkbox"/> in person <input type="checkbox"/> <b>phone</b> , <input type="checkbox"/> fax <input type="checkbox"/> mail, <input type="checkbox"/> Web <input type="checkbox"/> e-mail			<input type="checkbox"/> Not hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /		<input type="checkbox"/> in person <input type="checkbox"/> <b>phone</b> , <input type="checkbox"/> fax <input type="checkbox"/> mail, <input type="checkbox"/> Web <input type="checkbox"/> e-mail			<input type="checkbox"/> Not hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /		<input type="checkbox"/> in person <input type="checkbox"/> <b>phone</b> , <input type="checkbox"/> fax <input type="checkbox"/> mail, <input type="checkbox"/> Web <input type="checkbox"/> e-mail			<input type="checkbox"/> Not hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /		<input type="checkbox"/> in person <input type="checkbox"/> <b>phone</b> , <input type="checkbox"/> fax <input type="checkbox"/> mail, <input type="checkbox"/> Web <input type="checkbox"/> e-mail			<input type="checkbox"/> Not hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /		<input type="checkbox"/> in person <input type="checkbox"/> <b>phone</b> , <input type="checkbox"/> fax <input type="checkbox"/> mail, <input type="checkbox"/> Web <input type="checkbox"/> e-mail			<input type="checkbox"/> Not hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No

TWC use only:  
 Verifier ID: \_\_\_\_\_ V-Date: \_\_\_\_\_  
 Outcome: \_\_\_A\_\_\_ U# \_\_\_UO\_\_\_ RD: \_\_\_\_\_  
 WSV BWF: \_\_\_\_\_

An individual may receive and review information that TWC collects regarding that individual by sending an e-mail to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records Section, 101 E. 15<sup>th</sup> St, Room 266, Austin TX 78778-0001.

**Keep this form for your records. Send a copy to TWC only if requested, using the address or fax number we give you.**