

**The Texas Workforce Commission Work Search Log**

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

Week of: \_\_\_\_\_ to \_\_\_\_\_

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

Number of Required searches: \_\_\_\_\_

If you are still unemployed after eight weeks of benefits, you should reduce your salary requirement and look at more job openings. Make as many copies of this 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).

<b>Date, Description of Work Search</b> (Ex: Applied for job, submitted resume, attended job fair, interviewed, used Workforce Center, searched online)	<b>Name, Location and Telephone Number of Employer/Service/Agency</b> (For address, use street or Internet address)	<b>Contact Information</b> Complete all that apply.	<b>Results</b>
Date of Activity .....  Work Search Activity .....  Type of Job .....	Name ..... Address ..... City, State, Zip Code ..... Area Code + Phone # (.....).....	Person Contacted ..... _ By Mail (Enter Address at left) _ E-Mail ..... _ Fax # (.....).....	_ Hired    _ Not hiring Start date ..... _ Application filed _ Other .....
Date of Activity .....  Work Search Activity .....  Type of Job .....	Name ..... Address ..... City, State, Zip Code ..... Area Code + Phone # (.....).....	Person Contacted ..... _ By Mail (Enter Address at left) _ E-Mail ..... _ Fax # (.....).....	_ Hired    _ Not hiring Start date ..... _ Application filed _ Other .....
Date of Activity .....  Work Search Activity .....  Type of Job .....	Name ..... Address ..... City, State, Zip Code ..... Area Code + Phone # (.....).....	Person Contacted ..... _ By Mail (Enter Address at left) _ E-Mail ..... _ Fax # (.....).....	_ Hired    _ Not hiring Start date ..... _ Application filed _ Other .....
Date of Activity .....  Work Search Activity .....  Type of Job .....	Name ..... Address ..... City, State, Zip Code ..... Area Code + Phone # (.....).....	Person Contacted ..... _ By Mail (Enter Address at left) _ E-Mail ..... _ Fax # (.....).....	_ Hired    _ Not hiring Start date ..... _ Application filed _ Other .....
Date of Activity .....  Work Search Activity .....  Type of Job .....	Name ..... Address ..... City, State, Zip Code ..... Area Code + Phone # (.....).....	Person Contacted ..... _ By Mail (Enter Address at left) _ E-Mail ..... _ Fax # (.....).....	_ Hired    _ Not hiring Start date ..... _ Application filed _ Other .....

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

You may receive, review, and correct information TWC collects about you by contacting TWC Open Records at 1-866-274-0940.

TWC use only  
 Verifier ID: \_\_\_\_\_  
 V-Date: \_\_\_\_\_  
 Outcome: \_\_\_\_\_  
 A \_\_\_\_\_ U# \_\_\_\_\_ UO \_\_\_\_\_  
 RD: \_\_\_\_\_  
 WSV BWE: \_\_\_\_\_