

**SNAP(FOOD STAMP) E&T PROGRAM  
JOB SEARCH RECORD**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Week Beginning \_\_\_\_\_

Monday – List all the contacts you made on Monday.

- |                           |   |  |
|---------------------------|---|--|
| 1. Company/Business _____ | Telephone _____   |  |
| Type of Contact:          | <input type="checkbox"/> Telephone call to see if jobs were available | <input type="checkbox"/> Picked up job application |
|                           | <input type="checkbox"/> Went in person to see if jobs were available | <input type="checkbox"/> Turned in job application |
|                           | <input type="checkbox"/> Had job interview                            | <input type="checkbox"/> Other                     |
|                           |   |  |
| 2. Company/Business _____ | Telephone _____   |  |
| Type of Contact:          | <input type="checkbox"/> Telephone call to see if jobs were available | <input type="checkbox"/> Picked up job application |
|                           | <input type="checkbox"/> Went in person to see if jobs were available | <input type="checkbox"/> Turned in job application |
|                           | <input type="checkbox"/> Had job interview                            | <input type="checkbox"/> Other                     |
|                           |   |  |
| 3. Company/Business _____ | Telephone _____   |  |
| Type of Contact:          | <input type="checkbox"/> Telephone call to see if jobs were available | <input type="checkbox"/> Picked up job application |
|                           | <input type="checkbox"/> Went in person to see if jobs were available | <input type="checkbox"/> Turned in job application |
|                           | <input type="checkbox"/> Had job interview                            | <input type="checkbox"/> Other                     |

Tuesday – List all the contacts you made on Tuesday.

- |                           |   |  |
|---------------------------|---|--|
| 1. Company/Business _____ | Telephone _____   |  |
| Type of Contact:          | <input type="checkbox"/> Telephone call to see if jobs were available | <input type="checkbox"/> Picked up job application |
|                           | <input type="checkbox"/> Went in person to see if jobs were available | <input type="checkbox"/> Turned in job application |
|                           | <input type="checkbox"/> Had job interview                            | <input type="checkbox"/> Other                     |
|                           |   |  |
| 2. Company/Business _____ | Telephone _____   |  |
| Type of Contact:          | <input type="checkbox"/> Telephone call to see if jobs were available | <input type="checkbox"/> Picked up job application |
|                           | <input type="checkbox"/> Went in person to see if jobs were available | <input type="checkbox"/> Turned in job application |
|                           | <input type="checkbox"/> Had job interview                            | <input type="checkbox"/> Other                     |
|                           |   |  |
| 3. Company/Business _____ | Telephone _____   |  |
| Type of Contact:          | <input type="checkbox"/> Telephone call to see if jobs were available | <input type="checkbox"/> Picked up job application |
|                           | <input type="checkbox"/> Went in person to see if jobs were available | <input type="checkbox"/> Turned in job application |
|                           | <input type="checkbox"/> Had job interview                            | <input type="checkbox"/> Other                     |

Wednesday – List all the contacts you made on Wednesday.

- |                           |   |  |
|---------------------------|---|--|
| 1. Company/Business _____ | Telephone _____   |  |
| Type of Contact:          | <input type="checkbox"/> Telephone call to see if jobs were available | <input type="checkbox"/> Picked up job application |
|                           | <input type="checkbox"/> Went in person to see if jobs were available | <input type="checkbox"/> Turned in job application |
|                           | <input type="checkbox"/> Had job interview                            | <input type="checkbox"/> Other                     |
|                           |   |  |
| 2. Company/Business _____ | Telephone _____   |  |
| Type of Contact:          | <input type="checkbox"/> Telephone call to see if jobs were available | <input type="checkbox"/> Picked up job application |
|                           | <input type="checkbox"/> Went in person to see if jobs were available | <input type="checkbox"/> Turned in job application |
|                           | <input type="checkbox"/> Had job interview                            | <input type="checkbox"/> Other                     |
|                           |   |  |
| 3. Company/Business _____ | Telephone _____   |  |
| Type of Contact:          | <input type="checkbox"/> Telephone call to see if jobs were available | <input type="checkbox"/> Picked up job application |
|                           | <input type="checkbox"/> Went in person to see if jobs were available | <input type="checkbox"/> Turned in job application |
|                           | <input type="checkbox"/> Had job interview                            | <input type="checkbox"/> Other                     |



## INSTRUCTIONS

### How you will use this form:

You will use this form to record your job search activity.

### How to complete this form:

**NOTE:** *We will enter your name and your social security number. We will enter Monday's date for the week during which you will be doing your job search. You will complete the rest of this form.*

### *Each day that you look for a job:*

- Enter the name of each company or business you contacted about a job.
- Enter each company or business' telephone number.
- Check one or more boxes to show us what kind of contact you made with that company or business. For example, if you went to a business in person to find out if jobs were available and turned in a job application while you were there, you would check both boxes.

At the end of the week you will complete "Job Search Results" on the back of the form. This will let us know if you found a job. You will also complete "Transportation Cost." This will help us know how much we can reimburse you for your transportation costs.

Sign and date the form and return it to:

# *Good luck!*

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