

Looking for work

jobcentreplus

ES4JP 01/04

Keeping a record of what you do to look for work will help you

- plan and follow up your job search effectively
- keep in contact with employers and people who may provide job leads
- show that you are actively seeking employment.

You must show that you were actively seeking employment in each week covered by your Labour Market Declaration.

Claim file

Cycle

Name

NI number

It will also help when we

- discuss your efforts to find work
- consider other jobs, training and employment opportunities
- review your Jobseeker's Agreement to make sure it is still helpful or to see if it needs changing

Please bring this form with you each time you are asked to attend your local office and sign your declarations

Office address

If you need help

If you need any help with, or information or advice about your job search please contact us.

Part of the Department for Work and Pensions

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Use this to keep details about each step you take to find work and improve your chances of finding work.

This will help you

- keep in contact with employers and others who may be able to offer you job leads
- follow up your job search activities

What I did	date	what happened	what I will do next	when
Example 1 visited the Jobcentre Plus office	11/9/03	arranged an interview for shop assistant vacancy at Evans the Bakers	attend interview	18/9/03
Example 2 looked in Evening Standard	15/9/03	telephoned W N Jones about receptionist job	fill in application form	when received
Example 3 attended interview at Evans the Bakers	19/9/03	not applicable	await outcome - telephone employer if not heard	22/9/03

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