

WORK-SEARCH LOG

Date Mo/Day/ Yr	Employer Name, Address, Phone Number, E-mail Address or Web Site	How Contacted	Person Contacted and Title	Work Sought	Results	Application or Resume Submitted?	E-Mail or Website Confirmation Number
7/8/17	Grayson HVAC, 17 Cattail Way, Lakewood, CO; contact@grayvac.com	<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Web Site	J. Gray, Office Mgr	HVAC specialist	<input type="checkbox"/> Not Hiring <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Hired	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	www.grayvac.com I
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<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"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Work-Search Notes:

1. Keep copies of email or website confirmations in either paper or electronic form.

2. Attempt to contact people with hiring authority when seeking work.
3. Always submit applications, unless the employer specifically says they aren't accepting any at that time.
4. Reading newspaper, bulletin board, or website job listings do not constitute a valid "job contact." You must apply or attempt to apply for a specific job.

EARNINGS LOG

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Payment	Amount of UI Benefit Payment		Total Hours*	Total Earnings*	

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Payment	Amount of UI Benefit Payment		Total Hours*	Total Earnings*	

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Payment	Amount of UI Benefit Payment		Total Hours*	Total Earnings*	

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Payment	Amount of UI Benefit Payment		Total Hours*	Total Earnings*	

Earnings Notes:

1. Use this log to record and calculate your earnings, record when the earnings are reported, and record the impact of the earnings on your UI benefit payments.
2. Be sure to report your earnings when you request payment for the week in which they were earned.
3. Report hours and earnings when you request payment biweekly via CUBLine Online or CUBLine.