

The Texas Workforce Commission Work Search Activity 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.texas.gov/worksearchlog.

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

An individual may receive and review information that TWC collects regarding that individual by emailing open.records@twc.texas.gov or writing to TWC Open Records Unit, 101 E. 15th St. Room 266, Austin TX 78778-0001. For more information, see <https://twc.texas.gov/services/open-records>.

Keep this form for your records. Submit a copy to TWC only if requested using our online UI Submission Portal at <https://twc.texas.gov/uidocs> or the address or fax number we gave you.

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