

Name (Last, First, Middle): \_\_\_\_\_

ID or SSN: \_\_\_\_\_

**INSTRUCTIONS:** Please use dark ink only. Do not send your logs to us unless we ask for them. You must complete a log for each week you claim unemployment benefits. You must have a combined total of three Employer contacts, approved WorkSource activities or Other approved activities each week. **Keep your job-search log for at least 30 days after either the end of your benefit year<sup>1</sup> or when you receive your last payment on a benefit extension<sup>2</sup>, whichever is later.** We may verify your Employer contacts, approved WorkSource activities or Other approved activities conducted. Providing false information is fraud that can result in a denial of your unemployment benefits and additional penalties.

You can get more logs at your local WorkSource office or online at [esd.wa.gov/job-search-log](http://esd.wa.gov/job-search-log). Refer to your Handbook for Unemployed Workers for further instructions on completing this log.

## EMPLOYER CONTACTS AND JOB SEARCH ACTIVITIES

Keep this log for your records.

### CONTACT 1 Contact Date (MM/DD/YYYY): \_\_\_\_\_

What kind of activity did you do? Choose one:

- Employer contact  WorkSource activity  Other activity

If this was an **employer contact**, please provide the following:

Job title or job reference number:

Employer or business name:

How did you make the contact?

- In-person  Online  By phone  By Email  By mail  
 Other: \_\_\_\_\_

Type of contact (Choose one)

- Application/resume  Interview  Inquiry

Employer or business contact information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Website or email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If this was an approved **WorkSource activity**, please provide the following information:

What activity did you complete:

What documentation do you have:

Where did you complete this activity?

Office name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

If this was an approved **other activity**, please provide the following information:

What activity did you complete:

What documentation do you have:

### CONTACT 2 Contact Date (MM/DD/YYYY): \_\_\_\_\_

What kind of activity did you do? Choose one:

- Employer contact  WorkSource activity  Other activity

If this was an **employer contact**, please provide the following:

Job title or job reference number:

Employer or business name:

How did you make the contact?

- In-person  Online  By phone  By Email  By mail  
 Other: \_\_\_\_\_

Type of contact (Choose one)

- Application/resume  Interview  Inquiry

Employer or business contact information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Website or email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If this was an approved **WorkSource activity**, please provide the following information:

What activity did you complete:

What documentation do you have:

Where did you complete this activity?

Office name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

If this was an approved **other activity**, please provide the following information:

What activity did you complete:

What documentation do you have:

### CONTACT 3 Contact Date (MM/DD/YYYY): \_\_\_\_\_

What kind of activity did you do? Choose one:

- Employer contact  WorkSource activity  Other activity

If this was an **employer contact**, please provide the following:

Job title or job reference number:

Employer or business name:

How did you make the contact?

- In-person  Online  By phone  By Email  By mail  
 Other: \_\_\_\_\_

Type of contact (Choose one)

- Application/resume  Interview  Inquiry

Employer or business contact information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Website or email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If this was an approved **WorkSource activity**, please provide the following information:

What activity did you complete:

What documentation do you have:

Where did you complete this activity?

Office name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

If this was an approved **other activity**, please provide the following information:

What activity did you complete:

What documentation do you have: