

Washburn County Health and Human Services Department

Jim LeDuc, Director

JOB SEARCH REPORTING FORM

- ✓ Per court order, you need to actively and diligently seek work, by applying to **FIVE** places of employment per week.
- ✓ If you have additional contacts to report, please write them on the back of this report.
- ✓ If you submit applications online, you must provide a screen print of "application submitted" or confirmation number.

You can obtain additional copies of this form by making your own, contacting child support agency 715-468-4747, or by emailing: childsup@co.washburn.wi.us. You can also visit our website at <http://www.co.washburn.wi.us/news/child-support> (Court Ordered Work Search page) and print your own.

First Name: _____ Last Name: _____ *Please print clearly

	Date	Employer Name/Address Phone #/Email address	How Contacted	Name Person Contacted Phone # or email	Work Sought	Results
example	3/7/17	ABC Industries 123 ABC Drive Spooner, WI 715-123-4567 abc@email.job	<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Online <input type="checkbox"/> Application <input type="checkbox"/> Interview <input type="checkbox"/> Mail	John Doe, HR 715-123-7654 abcJOHN@email.job	Clerk	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired <input type="checkbox"/> App on File
1.			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Online <input type="checkbox"/> Application <input type="checkbox"/> Interview <input type="checkbox"/> Mail			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired <input type="checkbox"/> App on File
2.			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Online <input type="checkbox"/> Application <input type="checkbox"/> Interview <input type="checkbox"/> Mail			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired <input type="checkbox"/> App on File
3			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Online <input type="checkbox"/> Application <input type="checkbox"/> Interview <input type="checkbox"/> Mail			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired <input type="checkbox"/> App on File
4			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Online <input type="checkbox"/> Application <input type="checkbox"/> Interview <input type="checkbox"/> Mail			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired <input type="checkbox"/> App on File
5			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Online <input type="checkbox"/> Application <input type="checkbox"/> Interview <input type="checkbox"/> Mail			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired <input type="checkbox"/> App on File

Work Search Action: If your work search actions were not business/employer contacts, record those actions you did to find a job below.

Date of Action	Action Performed	Location
Example 3/7/17	Attended a resume preparation workshop at the Career Center	Job Center in Spooner

If you are EMPLOYED or obtain Employment:

Start Date	Employer's Name	Employer's Address	Payroll Phone #	Rate of Pay	Per (hr/week/month)

I declare, under penalty of perjury, that the foregoing, including any attachments, is complete, true and correct.

Signature and Date