**Connecticut Department of Labor**
**Unemployment Insurance Work Search Record**

You must look for work while claiming unemployment compensation benefits

Your work search efforts will be reviewed during your scheduled UI RESEA meeting. For each week you claim benefits, you **must** apply to or contact a minimum of three (3) employers on (2) different days and keep a detailed record of these contacts.

Please provide your work search efforts for the week prior to your scheduled meeting. If the meeting is rescheduled, include your work search efforts for the week prior to the new appointment date.

**If you fail to provide detailed information of acceptable work search efforts when requested, you may be disqualified from receiving unemployment benefits for the weeks in question.**

In addition to this meeting, you may be selected at random for an audit of your work search efforts at any time while you are filing for unemployment benefits. For this reason, you must continue to keep an accurate and detailed record of your work search.

### Previous Week’s Efforts

<table>
<thead>
<tr>
<th>Date</th>
<th>Employer Name, Address and Telephone Number</th>
<th>Method (In-person, mail, internet, phone)</th>
<th>Name of Person Contacted / Job Order No.</th>
<th>Job/Position Applied for</th>
<th>Status (Waiting/pending, not hiring/hired, interviewed)</th>
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If you have more efforts to report, please attach additional pages. If you have no efforts to report, explain below.

☐ I do not have any work search efforts to report because: (please explain)

__________________________________________________________________________

__________________________________________________________________________

I certify that the information contained in this form is true and correct.

Signature: ____________________________________________ Date: _________________