

**North Carolina Department of Commerce**

**Division of Employment Security**

Unemployment Insurance

**Work Search Record**



Claimant: \_\_\_\_\_

SSN: XXX-XX- \_\_\_\_\_

Review Date: \_\_\_\_\_

Interviewer: \_\_\_\_\_

**Work Search Requirements:** The Employment Security Law, *G.S. 96-14.9(e)*, requires you to be **registered** for work ([www.ncworks.gov](http://www.ncworks.gov)) and **actively seeking** work with a minimum of **three contacts** with potential employers for each week you claim. You must keep a detailed record of your work search activities, which are subject to audit by DES. You should maintain these records for at least five (5) years. Failure to maintain an adequate and verifiable work search record for any week claimed may result in a **denial, delay, and/or overpayment** of benefits.

**For instructions on how to make a valid contact please review the Work Search Guidelines included with this form.**

Week # <u>  </u>	Beginning Sunday	and Ending Saturday			
Date of Contact	Company Contacted	Contact Method	Provide name of contact (if applicable) <u>AND</u> one (1) of the following based on contact method:	Position Seeking	Results
		In person (I) Telephone (T) *Email (E) *Online (O) Fax (F)	Physical Address Telephone Number Email Address Website Address Fax Number		(Ex. Not Hiring, Submitted Application, Interview, Second Interview, Submitted Resume)

\*Attach a copy of confirmation email or confirmation number for any online contacts.

I do solemnly affirm under penalty of perjury, that I am the person named herein, and that the information that I have provided, including proof of identification and the work search record, is true, correct, and complete to the best of my knowledge. I further understand that there are severe criminal and civil penalties for providing false statements and/or willfully misrepresenting any information to increase or receive unemployment insurance benefits, and that any information I have provided is subject to verification.

\_\_\_\_\_ Claimant's Signature

\_\_\_\_\_ Date

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# Work Search Guidelines

## REQUIREMENTS OF A VALID CONTACT

You must complete a work search for each week you claim unemployment insurance benefits including your waiting period week. DES will only consider contacts with employers who have a position matching your qualifications, knowledge, ability, or skill. Employer contact must be for the sole purpose of obtaining employment.

Your work search record **MUST** include:

- (1) Date of contact
- (2) Company contacted
- (3) Contact method
- (4) Name of contact (if applicable) and based upon contact method provide website address, e-mail address, fax number, telephone number, or physical address  
\*If you are using an employment website, provide the name of the employer you are applying for a position with **AND** the name of the employment website.
- (5) Position seeking
- (6) Results

Contacting the same employer regarding the same position or opening more than once during the same week can only count as one employer contact unless you are at different stages of the hiring process. (i.e. interview, second interview).

## ACCEPTABLE METHODS OF CONTACT

- **SUBMIT APPLICATION OR RESUME, LETTER OF INTEREST, ETC.** - through Employer or Employment Website (including NC Works)
- **TELEPHONE CONVERSATION** with Employer – Message left on voicemail or answering service is NOT sufficient
- **IN-PERSON MEETING** with Employer – May include contacts at job fairs or similar events or video interviews
- **INITIAL REGISTRATION** via [NCWorks.gov](http://NCWorks.gov) (only applies for week registration was completed)
- **BLIND ADVERTISEMENT (An online or newspaper ad that does not give the company name)** - A copy of a blind advertisement may substitute for employer name, name of contact, and job title. **You must keep a copy of the advertisement for your records**

Below is an example of valid work search contacts

Week #	Beginning Sunday 07/29/2018		and Ending Saturday 08/04/2018		
Date of Contact	Company Contacted	Contact Method  In person (I) Telephone (T) *Email (E) *Online (O) Fax (F)	Provide name of contact (if applicable) <b>AND</b> one (1) of the following based on contact method:  Physical Address Telephone Number Email Address Website Address Fax Number	Position Seeking	Results  (Ex. Not Hiring, Submitted Application, Interview, Second Interview, Submitted Resume)
07/31/2018	Al's Plumbing	I	Alfonso Johnson, 123 Main Street Burlington, NC 27215	Plumber	Not hiring
08/01/2018	Barbara's Baleru	T	Barbara Bodreaux 336-123-4567	Baker	Second Interview
08/02/2018	Carla's Accounting	E	Jane Smith carla123@yahoo.com	Accountant	Submitted Application
*Attach a copy of confirmation email or confirmation number for any online contacts.					
Week #	Beginning Sunday 08/05/2018		and Ending Saturday 08/11/2018		
08/06/2018	Dollar Tree	O	<a href="http://www.dollartree.com">www.dollartree.com</a>	Cashier	Resume submitted online
08/09/2018	Blind Advertisement	F	919-896-8956 ***Remember to maintain a copy of the advertisement for your records	Customer Service Rep	Resume submitted by fax