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| dhs_logo_twoline-HighRSelf Sufficiency Program | Client name:      |
| Below is optional |
| Branch: | SSN or case number: | Case manager: | Activity type:  |
|  |       | xxxxxxxxxxxxxxxxxx |       | JO |
| **Job Search Verification** |
| Week of |       | *(DHS week is Saturday to Friday)* |
| Use this form to keep track of your job search. List EVERY contact you make with employers. Also list contacts with the employment office, temporary employment agencies or other job search specialists. |
| **Job search details** *(Do not ask employer to sign.)* |
| **Example** | Date:**2/3/14** | Employer name:**XYZ Company** | Job title:**Receptionist** | Person you talked with:**Jane Doe** | Employer phone:**540-555-5555** |
| Employer Address:**123 Main St., Salem, OR 97303** | Employer email address:**XYZ.Company@earthlink.net** |
| Type of contact: [ ]  In person [ ]  By phone/fax **[x]**  Internet **[x]**  Email [ ]  Other: |  |
| Website: | **XYZ.Company@AOL.net** |
| What I did: **[x]**  Turned in an application [ ]  Interview [ ]  Job lead |
| Other: |  |
| Time spent on employer contact? | [x]  1 hour **[ ]**  ½ hour [ ]  Other: |  | **DHS use-**Jo time:travel time: |
| If you traveled to the next employer, what was your travel time? |
| **[x]**  None [ ]  1hour [ ]  ½ hour Other: |  |
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|  | Date:      | Employer name:      | Job title:      | Person you talked with:      | Employer phone:      |
| Employer Address:      | Employer email address:      |
| Type of contact: [ ]  In person [ ]  By phone/fax **[ ]**  Internet **[ ]**  Email [ ]  Other: |       |
| Website: |       |
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***The information I am giving on all pages of this form is true and complete.***

Signature of client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **JOBS use only:** Reviewed and approved |
| Staff name:       | Phone:       | Total hours in packet:       |

**Job search details** *(Do not ask employer to sign.)*

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|  | Date:      | Employer name:      | Job title:      | Person you talked with:      | Employer phone:      |
| Employer Address:      | Employer email address:      |
| Type of contact: [ ]  In person [ ]  By phone/fax **[ ]**  Internet **[ ]**  Email [ ]  Other: |       |
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| Staff name:       | Phone:       |

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| Staff name:       | Phone:       |

**Job search details** *(Do not ask employer to sign.)*

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| Staff name:       | Phone:       |