Supplemental Nutrition Assistance Program (SNAP)

Employment and Training

Job Search Report

Participant Name: _____ Last 4 SS#: XXX-XX-_____

Week Beginning: _____/_____/_____ Week Ending: _____/_____/_____

This form records your job search efforts which includes but is not limited to filling out applications, attending interviews, attending job fairs, and calling potential employers. **Must be turned in bi-weekly.**

Example:

Employer Name: **Goodwill Manasota**	
Employer Address: **2715 51st Ave. East Bradenton, FL 34203**	
Date Visited: **1/4/2016**	Job Title: **Collection Helper**
Person Contacted: **Jenny in Human Resources**	Employer's Phone number: **941-827-0064**
Result of Visit: (MUST have OUTCOME of Job Contact) **X** Application Filed ◯ Hired for Job: Start date ◯ Interviewed ◯ Other: _____	

Employer Name:		Employer Name:	
Employer Address:		Employer Address:	
Date Visited:	Job Title:	Date Visited:	Job Title:
Person Contacted:	Employer's Phone number:	Person Contacted:	Employer's Phone number:
Result of Visit: (MUST have OUTCOME of Job Contact) ◯ Application Filed ◯ Hired for Job: Start date ◯ Interviewed ◯ Other: _____		Result of Visit: (MUST have OUTCOME of Job Contact) ◯ Application Filed ◯ Hired for Job: Start date ◯ Interviewed ◯ Other: _____	

Employer Name:		Employer Name:	
Employer Address:		Employer Address:	
Date Visited:	Job Title:	Date Visited:	Job Title:
Person Contacted:	Employer's Phone number:	Person Contacted:	Employer's Phone number:
Result of Visit: (MUST have OUTCOME of Job Contact) ◯ Application Filed ◯ Hired for Job: Start date ◯ Interviewed ◯ Other: _____		Result of Visit: (MUST have OUTCOME of Job Contact) ◯ Application Filed ◯ Hired for Job: Start date ◯ Interviewed ◯ Other: _____	

Employer Name:		Employer Name:	
Employer Address:		Employer Address:	
Date Visited:	Job Title:	Date Visited:	Job Title:
Person Contacted:	Employer's Phone number:	Person Contacted:	Employer's Phone number:
Result of Visit: (MUST have OUTCOME of Job Contact) ◯ Application Filed ◯ Hired for Job: Start date ◯ Interviewed ◯ Other: _____		Result of Visit: (MUST have OUTCOME of Job Contact) ◯ Application Filed ◯ Hired for Job: Start date ◯ Interviewed ◯ Other: _____	

Participant's Statement: This is to certify that I completed applications, submitted resumes, met with potential employers, attended job interviews, attended a job fair or visited with the above employers to obtain employment. The information contained in this Job Search Report is accurate and shows my efforts.

_____ _____ _____

Participant Printed Name Participant Signature Date

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.