

# For Extended-Benefit claimants only

Job-Search Log for the week ending (Mo/Day/Yr) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NAME: \_\_\_\_\_ ID or SSN: \_\_\_\_\_ **Keep this log for your records**

**INSTRUCTIONS:** When you claim for Extended Benefits (EB), you must make a minimum of **four** employer contacts each week. In-person approved activities at your local WorkSource office **DO NOT** count while claiming EB. **Please use dark ink only. DO NOT SEND YOUR LOGS TO US UNLESS WE ASK FOR THEM.** You must complete a log for each week you claim unemployment benefits. You can get more logs at your local WorkSource office or online at [www.esd.wa.gov/job-search-log](http://www.esd.wa.gov/job-search-log). **If you apply online or respond to a newspaper ad, please attach a copy of the confirmation notice or ad if available.** Refer to your Unemployment Claims Kit for further instructions on completing this log.

Keep your logs. We may review them any time up to **60** days past the end of your benefit year or up to **30** days after receiving any benefits, whichever is later. We may call the employers listed to verify that you contacted them for work. Providing false information is fraud that can result in a denial of your unemployment benefits and additional penalties.

Contacts		Keep this log for your records				
CONTACT 1	<input type="checkbox"/> SKIES		<p><b>Check one AND list position or type of work applied for:</b></p> <p><input type="checkbox"/> Application/résumé    <input type="checkbox"/> Interview    <input type="checkbox"/> Inquiry</p> <p><b>Position:</b> .....</p> <p><b>How contacted:</b></p> <p><input type="checkbox"/> Online/email    <input type="checkbox"/> Fax    <input type="checkbox"/> In person</p> <p><input type="checkbox"/> Mail    <input type="checkbox"/> Kiosk    <input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> Other (describe):.....</p>	<p><b>If employer contact was in person, by kiosk or by telephone, you MUST complete this section.</b></p> <p>Employer ..... Telephone ( ..... ) .....</p> <p>Address ..... City ..... State .....</p> <p>Name or position of person contacted .....</p>	<p><b>Staff use only</b></p> <p><b>Contact date</b> (Mo/Day/Yr)</p>	<p><b>If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.</b></p> <p>Employer name (if provided) ..... Website or email .....</p> <p>Job reference number .....</p> <p>If fax, provide the fax number ( ..... ) .....</p> <p>Newspaper name ..... Publication date .....</p>
CONTACT 2	<input type="checkbox"/> SKIES		<p><b>Check one AND list position or type of work applied for:</b></p> <p><input type="checkbox"/> Application/ résumé    <input type="checkbox"/> Interview    <input type="checkbox"/> Inquiry</p> <p><b>Position:</b> .....</p> <p><b>How contacted:</b></p> <p><input type="checkbox"/> Online/email    <input type="checkbox"/> Fax    <input type="checkbox"/> In person</p> <p><input type="checkbox"/> Mail    <input type="checkbox"/> Kiosk    <input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> Other (describe):.....</p>	<p><b>If employer contact was in person, by kiosk or by telephone, you MUST complete this section.</b></p> <p>Employer ..... Telephone ( ..... ) .....</p> <p>Address ..... City ..... State .....</p> <p>Name or position of person contacted .....</p>	<p><b>Staff use only</b></p> <p><b>Contact date</b> (Mo/Day/Yr)</p>	<p><b>If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.</b></p> <p>Employer name (if provided) ..... Website or email .....</p> <p>Job reference number .....</p> <p>If fax, provide the fax number ( ..... ) .....</p> <p>Newspaper name ..... Publication date .....</p>

<b>For official use only</b>	Week being verified	Entitlement	<input type="checkbox"/> Reschedule	WS office name or #	Claims Center #	Staff initials
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Contacts		Keep this log for your records				
<b>CONTACT 3</b>	<input type="checkbox"/> SKIES	<p><b>Check one AND list position or type of work applied for:</b></p> <p><input type="checkbox"/> Application/ résumé    <input type="checkbox"/> Interview    <input type="checkbox"/> Inquiry</p> <p><b>Contact date</b> (Mo/Day/Yr)</p> <p><b>Position:</b> .....</p> <p><b>How contacted:</b></p> <p><input type="checkbox"/> Online/email    <input type="checkbox"/> Fax    <input type="checkbox"/> In person</p> <p><input type="checkbox"/> Mail    <input type="checkbox"/> Kiosk    <input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> Other (describe): .....</p>	<p><b>If employer contact was in person, by kiosk or by telephone, you MUST complete this section.</b></p> <p>Employer ..... Telephone ( ..... ) .....</p> <p>Address ..... City ..... State .....</p> <p>Name or position of person contacted .....</p> <hr/> <p><b>If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.</b></p> <p>Employer name (if provided) ..... Website or email .....</p> <p>Job reference number .....</p> <p>If fax, provide the fax number ( ..... ) .....</p> <p>Newspaper name ..... Publication date .....</p>			
<b>CONTACT 4</b>	<input type="checkbox"/> SKIES	<p><b>Check one AND list position or type of work applied for:</b></p> <p><input type="checkbox"/> Application/ résumé    <input type="checkbox"/> Interview    <input type="checkbox"/> Inquiry</p> <p><b>Contact date</b> (Mo/Day/Yr)</p> <p><b>Position:</b> .....</p> <p><b>How contacted:</b></p> <p><input type="checkbox"/> Online/email    <input type="checkbox"/> Fax    <input type="checkbox"/> In person</p> <p><input type="checkbox"/> Mail    <input type="checkbox"/> Kiosk    <input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> Other (describe): .....</p>	<p><b>If employer contact was in person, by kiosk or by telephone, you MUST complete this section.</b></p> <p>Employer ..... Telephone ( ..... ) .....</p> <p>Address ..... City ..... State .....</p> <p>Name or position of person contacted .....</p> <hr/> <p><b>If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.</b></p> <p>Employer name (if provided) ..... Website or email .....</p> <p>Job reference number .....</p> <p>If fax, provide the fax number ( ..... ) .....</p> <p>Newspaper name ..... Publication date .....</p>			
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