

Claimant Name:

Claimant Email:

Work Search Activity Log for Week Beginning Sunday

Through Saturday

*Work Search Activity Guidelines: You must keep a weekly log listing your work search activities for every week you file a voucher for UI benefits (you must complete at least one activity each week, but should track all that you complete). The log can be requested by the Department of Workforce Development at any time. Failure to do so can result in denial of unemployment insurance benefits. You are encouraged to complete any work search activity which better positions you for or secures full-time work.*

*For more information visit: [www.unemployment.in.gov](http://www.unemployment.in.gov)*

## ACTIVITY #1

**Choose an Activity:**

**Date Completed:**

*\*Items with a \* require more information below*

**Activity or Employer Name:**

**Location of Activity or Employer:**

**Contact Information:**

Contact Name, Phone Number, Email, Web Link

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## ACTIVITY #2

**Choose an Activity:**

**Date Completed:**

*\*Items with a \* require more information below*

**Activity or Employer Name:**

**Location of Activity or Employer:**

**Contact Information:**

Contact Name, Phone Number, Email, Web Link

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## ACTIVITY #3

**Choose an Activity:**

**Date Completed:**

*\*Items with a \* require more information below*

**Activity or Employer Name:**

**Location of Activity or Employer:**

**Contact Information:**

Contact Name, Phone Number, Email, Web Link

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*After completing your weekly log you must save a copy for your records.*

SAVE AS