MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF EMPLOYMENT SECURITY

WORK SEARCH RECORD

Name	Social Security Number

Use this form to list all the employers and labor unions you contact while claiming unemployment benefits. When you filed your initial or renewed claim, you were given the minimum number of employers to contact for work each week. **Your work search is subject to verification.** A sample of the information needed for auditing purposes is shown below. If you do not want to use this form, you must still keep a record of your work search information as shown below. REMEMBER, you must be able to work each day of the week and be available for the full-time work you are seeking.

A new Work Search Record will be mailed with each notice advising you it is time to report in person to a Missouri Career Center. You can also print a copy of the Work Search Record by going to www.moclaim.com, clicking on "Forms and Brochures" in the left hand column and following the instructions.

You do not need to bring the completed Work Search Record when you go to the Career Center for the required 4-week reporting. The Work Search Record is for Division of Employment Security use only. You will need to keep completed Work Search Records in the event we need to verify your work search. **Missouri Career Center staff cannot answer questions regarding your unemployment claim.** If you have questions regarding your unemployment claim, you must call a Regional Claims Center to discuss your concerns.

DO NOT MAIL COMPLETED WORK SEARCH RECORDS TO THE DIVISION OF EMPLOYMENT SECURITY UNLESS YOU ARE INSTRUCTED TO DO SO.

Date of Contact	Employer's Name Address and Phone Number	Method of Contact*	Name/Title of Person Contacted	Position Applied For	Was Application Taken?	Result of Contact
12-2-08	*ABC Company – 829 Juniper Kansas City, MO 64111 816-555-1221*	*I*	*Eric Dean, Manager*	*Warehouse*	*Yes*	*Check back In Jan.*

* T – Telephone; P – Person; R – Resume; I – Internet

WORK SEARCH RECORDS *(Continued)*

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