WORK SEARCH LOG

Do *not* turn this log in to UI or the job centers. This log is for your records only.

You are filing for Unemployment Insurance (UI) benefits. You must actively seek work starting with the week in which you filed your claim unless we have instructed you otherwise.

The following is considered a valid work search contact: contact with an employer who may reasonably be expected to have job openings suitable to your skills and training. While receiving UI benefits you are required to make contact with the employer or a person with the authority to hire in order to be considered to have conducted a work search. The method of contact with the employer is appropriate based on the standard for the type of work sought with that employer.

A valid work search contact does not include: contact the Job Center office unless that is the method the employer has requested, contact with a private employment agency where a fee is charged; or a call to the UI Claim Center.

The work search contact(s) information you provided when filing for your weekly UI benefits may be audited. Failure to report valid work search contact(s) will lead to benefits being denied, which could result in establishing an over payment. For more information, see the "audit" section of your UI Handbook, or the latest online version at: **labor.alaska.gov/esd_unemployment_insurance/home.htm**.

You will be asked for your work search information when you file for your weekly benefits.
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Date of contact (mm/dd/yyyy)	Employer/business name	Method of contact Phone/fax number or email address, or website address, or address
		Email _____ Website_____ Address _____ City _____ State___ Phone/fax _____
		Email _____ Website_____ Address _____ City _____ State___ Phone/fax _____
		Email _____ Website_____ Address _____ City _____ State___ Phone/fax _____
		Email _____ Website_____ Address _____ City _____ State___ Phone/fax _____
		Email _____ Website_____ Address _____ City _____ State___ Phone/fax _____
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