



**DIVISION OF
EMPLOYMENT
SECURITY**

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

WORK SEARCH RECORD

Name	Social Security Number XXX-XX-
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Keep a list of all the employers and labor unions you contact each week while claiming unemployment benefits. Make at least as many contacts each week as you were instructed when you first filed and record as much employer information as available. You can print another copy of this from labor.mo.gov/sites/labor/files/pubs_forms/4736-AI.pdf. Contacts can be made online, over the phone, or in person. The Division of Employment Security can conduct an audit of your work search activities at any time. **Bring your completed Work Search Record with you when you report for your Required Job Services orientation.** You will be mailed a letter with the date and time if you must report.

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
1-25-18	ABC Company - 829 Juniper Kansas City, MO 64111 816-555-1221	I	Eric Dean, Manager	Warehouse	Yes	Check back in Feb.

* T – Telephone P – In Person R – Sent Resumé I – Internet

The Missouri Divisions of Employment Security and Workforce Development are equal opportunity employers. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711

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IMPORTANT: *If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document.*

¡IMPORTANTE! *Si es necesario, llame al 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento.*