

**WBL “In Transition” Weekly Work Search Record**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Student ID \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions**: You must make at least three (3) contacts each week. You are required to keep a detailed record of your work search activities and submit evidence of three verifiable contacts as a part of your assignments. Because you are “in transition” this form is REQUIRED TO BE COMPLETED WEEKLY; NOT MONTHLY and is DUE EVERY FRIDAY UNTIL YOU FIND EMPLOYMENT.

**Failure to submit this report will result in a weekly grade of zero (0).**

**How to submit:**  Download form from my website, TYPE the information, print & SIGN, and submit in the folder on my door.

**NOTE:** The contact information provided must correspond with the week of your work search record. It is highly suggested to keep a copy of each record submitted. The form MUST be signed before you submit.

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| --- | --- | --- | --- | --- | --- | --- |
| **Contact Date** | **Employer Name** | **Employer Contact Information (address, phone, email)** | **Person contacted**  | **Method of Contact (in person, online)** | **Type of work Sought (position)** | **Results/ Outcome** |
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**CERTIFICATION STATEMENT**: I certify all information I have provided on this form is true and correct. I understand there are consequences for making false statements.

WBL Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_/\_\_\_\_/\_\_\_\_