



Child Care Services

# JOB SEARCH ACTIVITY FORM

NAME (print): \_\_\_\_\_

All activities you participate in to find work must be recorded on this form.

Job Search Activities	Job Search Form				
<p>Some examples of job search activities include:</p> <p><i>All contacts with training or employment centres or agencies:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Searching the job bank (HRDC Kiosk)</li> <li><input type="checkbox"/> Visits to the Ontario Works Employment Services Centre (if you are receiving Ontario Works)</li> <li><input type="checkbox"/> Time spent with an employment counselor to discuss job search activities</li> <li><input type="checkbox"/> Time spent creating or updating your resume</li> <li><input type="checkbox"/> Attending job related workshops</li> <li><input type="checkbox"/> Attending job finding clubs or networking meetings</li> <li><input type="checkbox"/> Attending a Community Placement (if you receiving Ontario Works)</li> <li><input type="checkbox"/> Attending an Ontario Works Information Session, a Community Placement or an Employment Placement Session (if Ontario Works)</li> </ul> <p style="text-align: center;"><i>All types of contact with employers</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contacting companies in person</li> <li><input type="checkbox"/> Contacting companies by phone</li> <li><input type="checkbox"/> Contacting companies by fax, mail or email</li> <li><input type="checkbox"/> Completing company application forms</li> <li><input type="checkbox"/> Setting up information interviews with employers</li> <li><input type="checkbox"/> Attending information or job interviews with employers</li> <li><input type="checkbox"/> Attending job fairs</li> </ul> <p style="text-align: center;"><i>Other Activities related to finding work:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Time spent reading local newspaper job ads</li> <li><input type="checkbox"/> Time spent speaking with friends and relatives about possible jobs</li> <li><input type="checkbox"/> Writing letters to accompany your resume</li> <li><input type="checkbox"/> Time spent job searching on the internet</li> <li><input type="checkbox"/> Other _____</li> </ul> <p><b>If for any reason your circumstances change and you are unable to conduct an active job search, please contact your Eligibility Coordinator immediately to discuss your situation.</b></p>	Date	Job Search Activity	Company Name	Contact Person	

Pembroke Site  
 545 Pembroke Street West  
 Pembroke, ON K8A 5P2  
 Phone: 613-732-4100  
 Fax: 613-732-4437

<b>Date</b>	<b>Job Search Activity</b>	<b>Company Name</b>	<b>Contact Person</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_