

PARENTAL ACCOUNTABILITY COURT WEEKLY WORK SEARCH RECORD

RE: _____

CASE NO.: _____

You must make at least ten (10) new job 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 weekly case plan. A week begins on Sunday and ends on Saturday at midnight. **Your work search efforts are subject to verification. Failure to submit a completed weekly work search record for any week, or listing any unverifiable contacts, may result in a sanction by the court.**

Weekly work search records must be submitted as advised by the Program Coordinator.

For each week, record your work search activity on this form, completing all of the required information. The contact information provided must correspond with the week claimed. Retain a copy of this form for your records.

(Please fill in the information below)

Report for the week ending: _____					
Contact Date	Employer Name	Employer Mailing Address, Phone, Fax, Email	Method of Contact	Type of Work Sought	Results/ Outcome

CERTIFICATION STATEMENT:

I certify that all of the information that I have provided on this form is true and correct. **A signature is required to be considered a completed record.**

Participant's Signature

Date