Job Search Activity Report

Manitoba
Family Services and Consumer Affairs

REPORTING PERIOD: _____ _____
MONTH YEAR

CASE NUMBER: _____

HOME PHONE NUMBER: _____

Please complete the following for all personal job plan activities that you accomplished during the reporting period. List everyone you contacted the day the contact was made and the action you took eg. called, completed an application, interviewed, discussed the position with employer etc. Include any activities you took part in to increase your chances of finding a job, as well as any contacts with employers. If you need more room to list activities, please add the extra pages you need.

DATE of CONTACT	BUSINESS / PROGRAM (Name, address, phone #, contact person)	POSITION APPLIED FOR	ACTION TAKEN	WHAT HAPPENED

DECLARATION

I declare that:
- I have made the contacts listed above.
- I understand that one or more of these individuals may be contacted by Employment and Income Assistance staff.
- The information I have given on this report is true.

_____ _____ _____
Client Signature Name (Print) Date