SANTA CRUZ COUNTY
JOB SEARCH REPORT

Clients Name: _____   Case Number: _____

Due Date: _____   BRs Name: _____

Number of Job Searches Due: _____   BRs Phone Number: _____

When did you apply? Mo/Day/Yr.	What was the method of application?	Business/Company Name, Address, Phone #	What job title did you apply for?	How did you apply?	Was the business/company taking applications or hiring?	COUNTY USE ONLY
1.	☐ In Person - Name of Contact Person: _____ ☐ Email/online//Fax – attach confirmation page			☐ Application ☐ Resume	☐ Taking Applications ☐ Hiring	☐ Valid ☐ Invalid why:_____
2.	☐ In Person - Name of Contact Person: _____ ☐ Email/online//Fax – attach confirmation page			☐ Application ☐ Resume	☐ Taking Applications ☐ Hiring	☐ Valid ☐ Invalid why:_____
3.	☐ In Person - Name of Contact Person: _____ ☐ Email/online//Fax – attach confirmation page			☐ Application ☐ Resume	☐ Taking Applications ☐ Hiring	☐ Valid ☐ Invalid why:_____
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5.	☐ In Person - Name of Contact Person: _____ ☐ Email/online//Fax – attach confirmation page			☐ Application ☐ Resume	☐ Taking Applications ☐ Hiring	☐ Valid ☐ Invalid why:_____
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9.	☐ In Person - Name of Contact Person: _____ ☐ Email/online//Fax – attach confirmation page			☐ Application ☐ Resume	☐ Taking Applications ☐ Hiring	☐ Valid ☐ Invalid why:_____
10.	☐ In Person - Name of Contact Person: _____ ☐ Email/online//Fax – attach confirmation page			☐ Application ☐ Resume	☐ Taking Applications ☐ Hiring	☐ Valid ☐ Invalid why:_____

Job Search Report due the 1st and 15th of each month, if the 1st or 15th is on a weekend/holiday you must submit on the next working day.

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