



**North Carolina Department of Commerce  
Division of Employment Security  
Unemployment Insurance**



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**Work Search Record**

Claimant

Claimant ID

ATTACH PHOTO ID HERE

**Work Search Requirements for Unemployment Benefits**

Employment Security Law N.C.G.S. 96-14.9(e) requires you to be **registered for work** on [www.ncworks.gov](http://www.ncworks.gov) and to be **actively seeking work** each week to receive unemployment benefits. You are required to make contact with at least three potential employers each week you claim benefits. One of your three weekly contacts may be satisfied by participating in a reemployment activity, such as a workshop, self-assessment or career fair, offered by an NCWorks Career Center or a partnering agency. For more information about valid work search contacts, review the Work Search Guidelines included with this form.

You are also required to keep a record of your work search activities. Your work search record is subject to audit by NCDES and should be retained for five years. Failure to keep an adequate and verifiable record for any week claimed may result in a denial, delay, and/or overpayment of benefits.

**You may use this form to keep a record of your work search activities. Additional blank forms are available on [des.nc.gov](http://des.nc.gov). For each contact, your work search record must include:**

- Date of the employer contact or reemployment activity.
- Name of the company contacted or reemployment activity attended.
- The position you are seeking.
- Name of contact person (if applicable).
- Contact method (in person, by phone, by email, online, by fax, etc.). Attach confirmation emails or confirmation numbers for any online contacts.
- Contact information for the company contact or activity (website, email address, fax number, telephone number, physical address, etc.). If you are using an employment website, provide the name of the employer with whom you are applying AND the name of the employment website.
- Results of the contact or activity (submitted application, second interview, completed activity, not hiring, etc.).

Week # _____	Beginning Sunday (Date) _____	Ending Saturday (Date) _____	
<b>1. Date of Contact or Activity</b>	<b>Company or Activity:</b>	<b>Contact Name:</b>	<b>Result:</b>
		<b>Contact Method:</b>	
	<b>Position Sought:</b>	<b>Contact Information:</b>	
<b>2. Date of Contact or Activity</b>	<b>Company or Activity:</b>	<b>Contact Name:</b>	<b>Result:</b>
		<b>Contact Method:</b>	
	<b>Position Sought:</b>	<b>Contact Information:</b>	
<b>3. Date of Contact or Activity</b>	<b>Company or Activity:</b>	<b>Contact Name:</b>	<b>Result:</b>
		<b>Contact Method:</b>	
	<b>Position Sought:</b>	<b>Contact Information:</b>	

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Week # _____	Beginning Sunday (Date) _____	Ending Saturday (Date) _____	
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		<b>Contact Method:</b>	
	<b>Position Sought:</b>	<b>Contact Information:</b>	
<b>2. Date of Contact or Activity</b>	<b>Company or Activity:</b>	<b>Contact Name:</b>	<b>Result:</b>
		<b>Contact Method:</b>	
	<b>Position Sought:</b>	<b>Contact Information:</b>	
<b>3. Date of Contact or Activity</b>	<b>Company or Activity:</b>	<b>Contact Name:</b>	<b>Result:</b>
		<b>Contact Method:</b>	
	<b>Position Sought:</b>	<b>Contact Information:</b>	

Week # _____	Beginning Sunday (Date) _____	Ending Saturday (Date) _____	
<b>1. Date of Contact or Activity</b>	<b>Company or Activity:</b>	<b>Contact Name:</b>	<b>Result:</b>
		<b>Contact Method:</b>	
	<b>Position Sought:</b>	<b>Contact Information:</b>	
<b>2. Date of Contact or Activity</b>	<b>Company or Activity:</b>	<b>Contact Name:</b>	<b>Result:</b>
		<b>Contact Method:</b>	
	<b>Position Sought:</b>	<b>Contact Information:</b>	
<b>3. Date of Contact or Activity</b>	<b>Company or Activity:</b>	<b>Contact Name:</b>	<b>Result:</b>
		<b>Contact Method:</b>	
	<b>Position Sought:</b>	<b>Contact Information:</b>	

I do solemnly affirm under penalty of perjury, that I am the person named herein, and that the information that I have provided, including proof of identification and the work search record, is true, correct, and complete to the best of my knowledge. I further understand that there are severe criminal and civil penalties for providing false statements and/or willfully misrepresenting any information to increase or receive unemployment insurance benefits, and that any information I have provided is subject to verification.

**Claimant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Work Search Guidelines

To receive unemployment benefits, you must **make contact with three different employers each week and keep a record of your work search**. You may satisfy one of your three weekly employer contacts by participating in a reemployment activity (ex. workshop, self-assessment, career fair) offered by your local NCWorks Career Center and/or their partner agencies.

### What can I do to fulfill my work search requirements each week?

- Contact employers who have a position matching your qualifications, knowledge, abilities or skills. Employer contact must be for the purpose of obtaining employment.
- Participate in approved and verified reemployment activities. May count for no more than one of the three required contacts each week.

### What are acceptable methods of contacting employers?

- Submitting an application, resume, letter of interest, etc., through the employer or an employment website, such as NCWorks.
- Having a telephone conversation with an employer. Note: Leaving a message or voicemail is *not* sufficient.
- Attending a meeting with the employer. May include contact at job fairs or similar events or video interviews.
- Registering with NCWorks.gov. Can only be used as a contact for the week registration was completed.
- Responding to a blind job advertisement (an online or newspaper ad that does not give the company name). A copy of a blind advertisement may substitute for employer name, name of contact and job title. You must keep a copy of the advertisement for your records.

### What kinds of reemployment activities may count as work search contacts?

- Skill Set Courses (Provided by NCWorks Career Centers and/or Partner Agencies)
  - Workshops (ex. Resume Preparation, Interviewing, Social Media Job Searches, Branding)
  - Soft Skills Training (Professional or Social Etiquette)
  - Industry/Occupational Specific Training (ex. CPR)
  - Alison Online Training
  - GCFLearnFree.org Classes
  - English as a Second Language (ESL) Classes
  - Literacy Courses (Reading and Financial)
- Online Career Tools (Provided by NCWorks Career Centers and/or Partner Agencies)
  - Employment Websites (ex. Indeed)
  - NCCareers.org features such as Reality Check, Interest Profiler, Career Cluster Guide
- Telephone Reemployment Assistance with NCWorks Career Centers and/or Partner Agencies
  - Career Counseling (ex. Job Seeking Tips, Interviewing Basics)
- Career Explorer (NCWorks Interest and Skills Assessment)
  - Job Skills/Personal Skills/Workplace Skills (Self-Assessments)
  - Work Interests/Work Values (Self-Paced Inventories in NCWorks)
  - Career Counseling (ex. Job Seeking Tips, Interviewing Basics)
  - Job Clubs and/or Networking Groups (NCWorks/Partner/Community-Recognized)
  - Resume Preparation, Review and/or Assistance
  - Career Fair (Virtual and/or In-Person)
  - Job Search/Virtual Recruiter
  - Job Referrals

*If you have any questions regarding a specific reemployment activity not listed, please contact your local NCWorks Career Center.*

## Keeping a Record of Your Work Search

You are required to keep a detailed record of your work search activities each week. You will receive a blank Work Search Record form that you can use to document your work search activities. Blank Work Search Record forms can also be downloaded at [des.nc.gov](http://des.nc.gov).

For audit purposes, you must retain these records for five years.

### Your work search record must include:

- Date of the employer contact or reemployment activity.
- Name of the company contacted or reemployment activity attended.
- The position you are seeking.
- Name of contact person (if applicable).
- Contact method (in person, by phone, by email, online, by fax, etc.). Attach confirmation emails or confirmation numbers for any online contacts.
- Contact information for the company contact or activity (website, email address, fax number, telephone number, physical address, etc.). If you are using an employment website, provide the name of the employer with whom you are applying AND the name of the employment website.
- Results of the contact or activity (submitted application, second interview, completed activity, not hiring, etc.).

Below is an example of a valid work search record.

Week # <u>1</u> Beginning Sunday (Date) <u>5/2/21</u> Ending Saturday (Date) <u>5/8/21</u>			
1. Date of Contact or Activity  5/3/21	Company or Activity: Al's Plumbing	Contact Name: Al Johnson  Contact Method: In Person	Result: Offered Interview
	Position Sought: Plumber	Contact Information: 123 Main St. Anytown, NC	
2. Date of Contact or Activity  5/4/21	Company or Activity: Blind Advertisement/ No Company Name	Contact Name: <a href="mailto:reps@jobsearch.com">reps@jobsearch.com</a>  Contact Method: Email	Result: Submitted Resume by Email
	Position Sought: Customer Service Representative	Contact Information: <a href="mailto:reps@jobsearch.com">reps@jobsearch.com</a> Copy of online ad attached	
3. Date of Contact or Activity  5/6/21	Company or Activity: Resume Writing Workshop	Contact Name: NCWorks.gov  Contact Method: Online	Result: Completed Workshop
	Position Sought: Resume for Customer Service Rep	Contact Information: Confirmation email attached	

## Accessibility and Nondiscrimination Notice

- **IMPORTANT!** This document(s) contains important information about your unemployment compensation. Call 1.888.737.0259 or visit our website at [des.nc.gov](http://des.nc.gov) for free translation assistance. This document may contain important information about your Benefits or Appeal Rights that may require your response for appealing decisions within 10 days for lower authority and 30 days for higher and judicial authorities.
- **¡IMPORTANTE!** Este(os) documento(s) contiene(n) información importante sobre su compensación por desempleo. Llame al 1.888.737.0259 o visite nuestro sitio web en [des.nc.gov](http://des.nc.gov) para obtener asistencia gratuita con la traducción. Este documento puede contener información importante sobre sus beneficios o su derecho de apelación, la cual podría requerir su respuesta para las decisiones de apelación en un plazo de 10 días para las autoridades de menor nivel y de 30 días para las autoridades de mayor nivel y judiciales.
- **重要提示!** 此文件包含关于您的失业补助的重要信息。请致电 1.888.737.0259 或访问我们的网站 [des.nc.gov](http://des.nc.gov) 获取免费的 翻译协助。此文件可能包含与您的利益或上诉权有关的重要信息，可能要求您就上诉决议在 10 天内对下级机关作出回应，在 30 天内对上级机关和司法机关作出回应。
- **QUAN TRỌNG!** Các tài liệu này chứa thông tin quan trọng về tiền bồi thường thất nghiệp của bạn. Hãy gọi tới số 1.888.737.0259 hoặc truy cập trang web theo địa chỉ [des.nc.gov](http://des.nc.gov) để được trợ giúp dịch thuật miễn phí. Tài liệu này có thể chứa thông tin quan trọng về các Phúc Lợi hoặc Quyền Khiếu Nại của bạn, có thể yêu cầu bạn phải trả lời nếu muốn khiếu nại quyết định trong vòng 10 ngày đối với cơ quan có thẩm quyền cấp dưới và 30 ngày đối với cơ quan có thẩm quyền cấp trên và cơ quan tư pháp.
- **IMPORTANT!** Ce(s) document(s) contient/contiennent des informations importantes concernant votre allocation de chômage. Téléphonez au 1.888.737.0259 ou rendez-vous sur notre site Web à [des.nc.gov](http://des.nc.gov) pour obtenir gratuitement de l'aide en traduction. Ce document peut contenir des informations importantes sur vos allocations ou sur votre droit de faire appel, qui peuvent, en cas de décisions d'appel, nécessiter votre réponse dans les 10 jours pour les autorités administratives de niveau inférieur et dans les 30 jours pour les autorités judiciaires et les autorités administratives de niveau supérieur.

### Equal Opportunity Is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc). If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90 day deadline (in other words within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

**Auxiliary aids and services for individuals with disabilities:** We provide free auxiliary aids and services to people with disabilities to communicate effectively with us such as: Qualified American Sign Language (ASL) interpreters and written information in other formats (large print, audio, accessible electronic formats, other formats). If you need these services, or would like more information about these services, please contact our Interpreter Services at 1.888.737.0259 (voice/TTY) or contact North Carolina's TTY Relay Service at 800.735.2962 or 711 (<http://www.relaync.com/tty>).

**Language Access:** We also provide free language services to people whose primary language is not English including qualified interpreters and information translated in other languages. If you need these services, or would like more information about these services, please contact our Interpreter Services at 1.888.737.0259.

**If you believe our agency has failed to provide the aforementioned services to you or discriminated against you, you can file a complaint by contacting our Legal Services Section using the following methods: by email: [grievance@nccommerce.com](mailto:grievance@nccommerce.com); or by mail: Legal Services Section, Post Office Box 25903, Raleigh, NC 27611-5903.**