Participant Name: _____

Participant Phone Number: _____

Arapahoe/Douglas WORKS! Workforce Center

WFS Name:_____

WFS Email:_____

Parents To Work! Job Search Log

Date	Job Search Activity Complete		Completed Activity Details Employer Name, Address, Phone, Email Address, Website; Class Name & Location; Event Name & Location	Type of Contact	Work Sought or Skills Developed
Example: 3/1/20	❑ Submit Application ✓ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other	Amazon Aurora, CO Amazondelivers.jobs	____ **Phone** ____ **In Person** ____ **Email** ✓ **Website**	Warehouse Team Member
Example: 3/2/20	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ✓ Skills Development ❑ Other	Resume Workshops A/D Works! Aurora, CO	____ **Phone** ✓ **In Person** ____ **Email** ____ **Website**	Resume
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	

This form should be filled out and returned to WFS weekly – a minimum of 12 activities should be completed per week

	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	
	❑ Submit Application ❑ Submit Resume ❑ Event ❑ Referral	❑ Interview ❑ Testing/Training ❑ Skills Development ❑ Other		____ **Phone** ____ **In Person** ____ **Email** ____ **Website**	

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