

North Carolina Department of Commerce

Division of Employment Security

Unemployment Insurance

Work Search Record



Claimant: _____

SSN: XXX - XX - _____

Review Date: _____

Interviewer: _____

Work Search Requirements: The Employment Security Law, *G.S. 96-14.9(e)*, requires you to be **registered** for work (www.ncworks.gov) and **actively seeking** work with a minimum of **five contacts** with potential employers for each week you claim. You must keep a detailed record of your work search activities, which are subject to audit by DES. You should maintain these records for at least five (5) years after you stop filing and return to full-time work. Failure to maintain an adequate and verifiable work search record for any week claimed may result in a **denial, delayed** payment, and/or **overpayment** (requiring repayment) of benefits.

For instructions on how to make a valid contact please review the Work Search Guidelines included with this form.

Week 1	Beginning Sunday	and Ending Saturday	
<input type="checkbox"/> I did not seek work during this week because:			
Dates of Contacts	Employer's Name: Address, Website, E-mail Address or Name & Title of Person Contacted	Contact Method	Position Applied For

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

Claimant: _____

SSN: XXX - XX - _____

Week 2	Beginning Sunday	and Ending Saturday	
<input type="checkbox"/> I did not seek work during this week because:			
Dates of Contacts	Employer's Name: Address, Website, E-mail Address or Name & Title of Person Contacted	Contact Method	Position Applied For

Week 3	Beginning Sunday	and Ending Saturday	
<input type="checkbox"/> I did not seek work during this week because:			
Dates of Contacts	Employer's Name: Address, Website, E-mail Address or Name & Title of Person Contacted	Contact Method	Position Applied For

Week 4	Beginning Sunday	and Ending Saturday	
<input type="checkbox"/> I did not seek work during this week because:			
Dates of Contacts	Employer's Name: Address, Website, E-mail Address or Name & Title of Person Contacted	Contact Method	Position Applied For

Division of Employment Security **Work Search Guidelines**

In order to be eligible for unemployment benefits, a **claimant must make FIVE (5) valid job contacts with potential employers for EACH WEEK claimed.** Outlined below are the requirements for valid job contacts:

REQUIREMENTS OF A VALID CONTACT

The claimant **MUST KEEP A WORK SEARCH RECORD** and provide it upon request:

- (1) **Employer's name**
- (2) **Job title of position**
- (3) **URL/address of website, e-mail address, facsimile number, telephone number, or location of contact**
- (4) **Date of submission or contact**
- (5) **Name & job title of person contacted or met or confirmation number or e-mail.**

ACCEPTABLE METHODS OF CONTACT

- **SUBMIT APPLICATION** through Employer or Employment Website
- **MESSAGE SENT** to Employer's or Designee's Valid E-mail Address or Facsimile Number
- **TELEPHONE CONVERSATION** with Employer or Designee
- **IN-PERSON MEETING** with Employer or Designee
- **INITIAL REGISTRATION** via NCWorks.gov
- **INTERVIEW WITH EMPLOYER** at/or **APPLICATION SUBMITTED** through **NCWORKS Career Center**

EXAMPLES OF INVALID CONTACTS

- **Duplicative Contact**
Contact with **same employer** regarding **same position** or opening more than once during same week with no change in result
- **Incomplete Record of Contact**
Failure to record or provide upon request all required information
- **Contact Lacking Capability for Work**
Contact with employer despite lacking required qualifications, knowledge, ability, or skill
- **Contact for Other Purposes**
Contact with employer other than for sole purpose of obtaining employment

MISCELLANEOUS

- **In-person meetings** may include **contacts at job fairs** or similar events or video interviews
- **Messages left** on answering services or **voice-mailboxes ARE NOT SUFFICIENT** telephone contacts
- NCWorks initial registration is valid only for week during which registration was completed
- Contact with **Union Agent** or **Hiring Hall** may be **used as one of your five weekly contacts**, unless otherwise instructed by DES
- Copy of blind advertisement may substitute for employer name, name of contact, and job title of contact
- **Must be able, available and seeking full-time employment each week to include the waiting period week**