

**Employment Security Division**

Benefits Section  
500 East Third Street  
Carson City, NV 89713-0035  
Tel (775) 684-0350 Fax (775) 684-0338  
Tel (702) 486-0350 Fax (702) 486-7987



99999  
<http://www.nvdetr.org>

**WORK SEARCH ACTIVITY RECORD**

You **MUST** complete a weekly work search activity record for each week you file for unemployment benefits. It is your responsibility to provide the required information. Work search activity records may be reviewed at any time by both the Telephone Claim Centers and the JobConnect Offices, and you may be required to provide supporting documentation. You must conduct several different work search activities each week using methods customary to the occupation you are seeking. **Failure to provide weekly work search activity records may result in a delay or denial of your benefits.**

Complete the attached Work Search Activity Record and return it to the Division within eleven (11) days of filing your weekly claim for benefits. You should keep emails, confirmation pages, and any electronically submitted information as proof of your efforts.

**What is considered an acceptable Work search activity?**

Some acceptable work search activities would be to use the employment resources that are available at your local JobConnect office or Career Center. Another acceptable work search activity is to visit a job site or the employer's place of business and submit an application in person. Other acceptable methods would be to attend job search seminars or job fairs, use online talent platforms, professional networking sites such as LinkedIn and online job boards like Indeed, CareerBuilder or Monster, etc. Remember to document your work search activities by keeping copies of e-mails, flyers, online job postings you've applied for or confirmation of your online application acceptance.

**What is not considered an acceptable work search activity?**

An unacceptable work search activity would include duplicate postings of your resume on a job search website, submitting your application repeatedly to the same employer even though work is not available, or listing a job lead you just viewed on a website with no action taken.

Reply to:

**For immediate consideration Fax to:**

(775) 684-0338

or

Mail to:

Employment Security Division  
500 East Third Street  
Carson City, Nevada 89713



Report suspected UI Fraud online at <https://uifraud.nvdetr.org>



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Benefit Week End: 04/15/2017

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List all the employers and labor unions you contacted along with any networking methods to identify prospective employment opportunities you used during the week while claiming unemployment benefits.

Work Search Date	Business name, contact name & title	Business Address & Phone number or website address	Type of work	Method	New or Recontact	Results
04/10/2017	ABC Electric Co., John Smith, owner	1 Main St. Reno NV 775-123-4567	Electrician	T	New	Not accepting applications
04/10/2017	XYZ Systems Co., Jane Doe, HR Rep	203 first St. Reno NV 775-456-1238	Supervisor	Internet	New	Filled out application online
04/11/2017	Smith & Sons Electric Co. Lucy Ball	<a href="mailto:smithsons@sbcglobal.net">smithsons@sbcglobal.net</a>	Electrician	e-mailed	New	e-mailed resume, not hiring
04/12/2017	LinkedIn	<a href="http://linkedin.com">linkedin.com</a>	Electrician	Internet	New	Created online profile for networking

Approved methods of contact are: **T**=Telephone, **P**=Person, **R**=Resume, **I**=Internet, **E**=E-mails, **TX**= Text, **O**=Other

**Customer Acknowledgement**

By signing my name on the "Signature" line I certify the above responses to be true and accurate, to the best of my knowledge. I understand giving false statements or withholding information in order to receive benefits constitutes fraud. I understand the above information can be used for the purpose of determining eligibility for benefits.

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

**Print Name:** \_\_\_\_\_ **Claimant ID# or SSN:** \_\_\_\_\_



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