



# Offsite Daily Job Search Timesheet



Customer Name: \_\_\_\_\_ Case #: \_\_\_\_\_ SSN (Last 4 Digits): \_\_\_\_\_  
 CareerSource Tampa Bay Career Counselor: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**\*\*\*Make sure back up documentation accompanies this Off Site Job Search Time Sheet. Ex: Company's business card, Copy of the application submitted, Business card of the person you interviewed with, Proof of resume submitted for job, Print out of map quest showing distance and time traveled.\*\*\***

Prior to completing this Job Search form, please register in Employ Florida Marketplace (EFM) at: <a href="http://www.employflorida.com">www.employflorida.com</a>	
<p><b>Contact 1:</b>          Company Name: _____          Address: _____          Job order #: _____ Phone: _____</p> <p><b>Application/Interview Time:</b>          Start: _____ End: _____ <b>Total time:</b> _____          ***Cannot count travel time from home to first interview or from the last interview home.</p> <p><b>Contact made:</b>  <input type="checkbox"/> Filled out and submitted an application  <input type="checkbox"/> Completed an Interview. Name of the person who interviewed you: _____  <input type="checkbox"/> Submitted a resume</p>	<p><b>Contact 2:</b>          Company Name: _____          Address: _____          Job order #: _____ Phone: _____</p> <p><b>Application/Interview Time:</b>          Start: _____ End: _____ <b>Total time:</b> _____          ***Cannot count travel time from home to first interview or from the last interview home.</p> <p><b>Contact made:</b>  <input type="checkbox"/> Filled out and submitted an application  <input type="checkbox"/> Completed an Interview. Name of the person who interviewed you: _____  <input type="checkbox"/> Submitted a resume</p>
<p><b>Contact 3:</b>          Company Name: _____          Address: _____          Job order #: _____ Phone: _____</p> <p><b>Application/Interview Time:</b>          Start: _____ End: _____ <b>Total time:</b> _____          ***Cannot count travel time from home to first interview or from the last interview home.</p> <p><b>Contact made:</b>  <input type="checkbox"/> Filled out and submitted an application  <input type="checkbox"/> Completed an Interview. Name of the person who interviewed you: _____  <input type="checkbox"/> Submitted a resume</p>	<p><b>Contact 4:</b>          Company Name: _____          Address: _____          Job order #: _____ Phone: _____</p> <p><b>Application/Interview Time:</b>          Start: _____ End: _____ <b>Total time:</b> _____          ***Cannot count travel time from home to first interview or from the last interview home.</p> <p><b>Contact made:</b>  <input type="checkbox"/> Filled out and submitted an application  <input type="checkbox"/> Completed an Interview. Name of the person who interviewed you: _____  <input type="checkbox"/> Submitted a resume</p>

**Customer Statement:** I personally completed the job contacts above and have back up verification/documentation of all contacts completed during my efforts to obtain employment.

Customer Signature: \_\_\_\_\_

**To be completed by a CAREERSOURCE TAMPA BAY Staff Member Only:**

Total hours to be entered into the JPRs: _____	Verified Back Up Documentation: <input type="checkbox"/> Yes
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Career Counselor Signature: \_\_\_\_\_