**WAES TtW Job Search Record**

|  |
| --- |
| You **should** use this form to keep a record of your Job Search efforts for the period shown below, unless you are recording this information on Australian Job Search instead. If you need extra space, you can start a new Job Search record or record the details on a separate sheet. If Services Australia has given you an Exemption from meeting your Mutual Obligation Requirements, you do not need to record any Job Search efforts for the days that you had an Exemption. If you have declared paid work to Services Australia at any time during this period, the number of Job Search efforts you need to complete may be reduced—please talk to your Employment Provider about this. |
| **Provider** |
| **Employment Provider** | Sureway Employment & Training | **Contact Number** | 1300 787 392 (1300 SUREWAY) |
| **Provider Site Address** |       | **Staff Member** |       |
|       |
| **Job Search Details** |
| **Job Seeker Name** |       | **Site** |       |
| **Job Search Period**  | From:      /     /      To:      /     /      |
| **Job Search Requirement** | You are required to apply for       jobs  |
| **Next Appointment** | Your next appointment is on      /     /      at       AM/PM at       (location)  |
| You **should** bring this completed record of your Job Search efforts with you to this Appointment. Under Social Security Law you are required to complete the number of Job Searches specified above for the specified period. You need to record your Job Search efforts on the following page and give this to your Employment Provider as evidence you have met this requirement. Each month your Employment Provider will assess your Job Search efforts to determine whether you have satisfactorily completed your requirements. If your Job Search Period ends on a weekend, you will need to report your efforts by COB on the Friday beforehand. If you do not adequately complete the required Job Search activity outlined above, your Employment Provider may advise Services Australia. Where Services Australia determines that your efforts were unsatisfactory, they may decide you need to complete a Job Seeker Diary for up to 12 weeks. For more information, please contact your Employment Provider. |

**Job Search Information**

It is mandatory for you to complete the section below as part of your Job Search efforts, unless you are using Workforce Australia website or providing your own evidence. Please make sure that you provide all of the requested information. If you fail to complete the information below it may mean that you fail to meet your Mutual Obligation Requirements.

| **Job #** | **Business** | **Business contact details** | **Job description** | **How did you find the job?** | **Method of contact** | **Date of Contact** |
| --- | --- | --- | --- | --- | --- | --- |
| *Example*  | *Telstra*  | *(02) 6121 0000*  | *Help desk*  | *Seek*  | *Face to face*  | *12 June 2015*  |
| *1* |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |

**Do you have any scheduled job interviews with businesses that are not included above? If so, please include below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job #** | **Business** | **Business contact details** | **Job description** | **How did you find the job?** | **Scheduled date of appointment** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**If you had any issues searching for jobs, please list the issues below for discussion with your Employment Provider.**

|  |
| --- |
|  |
|  |
|  |
|  |

**Did you receive any feedback on the applications you submitted that may assist you in your future job efforts?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job #** | **Business** | **Business contact details** | **Job description** | **Feedback on application** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

|  |
| --- |
| **Sureway Office Use Only** |
| **\*Do not add JSID until all details above have been completed. JSID's must not be shared with external parties** |
| **\*JSID**  |       |