

**To be completed by  
EVERY ADULT WHO IS UNEMPLOYED**

**Employment Search**

**Client Name** \_\_\_\_\_ **Address** \_\_\_\_\_

*I understand I must contact 4 (four) possible employers per week until employment has been found and this office notified. Signatures are required for in-person applications and online and email applications require a printed application receipt. Failure to complete and return this form to the trustee's office every Friday will result in a 60-day denial. **\*\*My eligibility for future assistance from the Washington Township Trustee depends on this proof of my search for work. \*\****

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

Until you have employment that will sustain your needs, **it is your full-time job to search for work.** Only positions for which you have actually submitted applications will be considered and count towards the 4 required searches per week. *All searches will be verified.* Falsifying this information will result in an automatic 60-day denial (IC 12-2010-I Failure to seek employment, IC 140.01 Falsifying Application).

Company/Employer Contacted \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date Contacted \_\_\_\_\_ Interview Scheduled? \_\_\_\_\_  
Position(s) applied for \_\_\_\_\_  
Type Of contact (circle all that apply): Company Application/Resume/Email/Mail/Fax/Online App.  
Name or Signature of Personnel Representative \_\_\_\_\_

Company/Employer Contacted \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date Contacted \_\_\_\_\_ Interview Scheduled? \_\_\_\_\_  
Position(s) applied for \_\_\_\_\_  
Type Of contact (circle all that apply): Company Application/Resume/Email/Mail/Fax/Online App.  
Name or Signature of Personnel Representative \_\_\_\_\_

Company/Employer Contacted \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date Contacted \_\_\_\_\_ Interview Scheduled? \_\_\_\_\_  
Position(s) applied for \_\_\_\_\_  
Type Of contact (circle all that apply): Company Application/Resume/Email/Mail/Fax/Online App.  
Name or Signature of Personnel Representative \_\_\_\_\_

Company/Employer Contacted \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date Contacted \_\_\_\_\_ Interview Scheduled? \_\_\_\_\_  
Position(s) applied for \_\_\_\_\_  
Type Of contact (circle all that apply): Company Application/Resume/Email/Mail/Fax/Online App.  
Name or Signature of Personnel Representative \_\_\_\_\_