



SNAP Employment and Training Job Search Notice and Report

CLIENT NAME: _____

DATE ISSUED: _____

CASE NAME: _____

CASE NUMBER: _____

REQUIREMENTS

In order to find a job and meet SNAP Employment and Training (SNAP E & T) requirements, you will need to make at least _____ acceptable employer contacts per month in the _____ component. Making more employer contacts than this number can increase your chances of getting a job. You must make these contacts unless conditions exist beyond your control which prevent you from making them.

INSTRUCTIONS/NOTICE

1. Fill out and bring this form when you return on _____ at _____ a.m. p.m.

AT: _____

It is important that you be on time. If you think you will miss the appointment or be late for any reason, contact your Local Office Worker before the appointment if possible.

The following are good employer contacts: (In the Job Search Training component 10 of the 20 employer contacts must be a combination of a. and b.)

- a. the completion and return of an application to an employer; or
 - b. a face-to-face interview with an employer. The remaining 10 contacts may combine any of the following combinations C through J.
 - c. the completion of civil service test required for employment with State, Local or Federal government or the completion of a Department of Employment Security (DES) screening test; or
 - d. the completion of and mailing of a resume with a cover letter to a recognized employer (only five per month can be counted in the Job Search component); or
 - e. Union members reporting to their union hall as long as the member is in good standing with the union; or
 - f. registration with the Department of Employment Security (The Unemployment Office); or
 - g. reporting to a day labor hall; or
 - h. reporting for temporary office service
 - i. returning a completed application; having a face-to-face interview with an employer.
2. In the first column of the Employer Contacts section, list the name and address of each place you applied for a job and the type of job for which you applied. In the other column, enter the person contacted, telephone number, the date of the contact and check the type of contact you made. (If "Other" is checked, explain in the space that follows.)

EMPLOYER: _____	TYPE OF CONTACT	DATE OF CONTACT: _____
ADDRESS: _____	<input type="checkbox"/> APPLICATION	<input type="checkbox"/> INTERVIEW
_____	<input type="checkbox"/> RESUME	
_____	<input type="checkbox"/> OTHER/EXPLAIN _____	
TYPE OF JOB: _____	PERSON/CONTACTED: _____	
	TELEPHONE NUMBER: _____	



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ADDRESS: _____	<input type="checkbox"/> APPLICATION	<input type="checkbox"/> INTERVIEW	<input type="checkbox"/> RESUME
_____	<input type="checkbox"/> OTHER/EXPLAIN	_____	
TYPE OF JOB: _____	PERSON/CONTACTED: _____		
_____	TELEPHONE NUMBER: _____		

EMPLOYER: _____	TYPE OF CONTACT	DATE OF CONTACT: _____	
ADDRESS: _____	<input type="checkbox"/> APPLICATION	<input type="checkbox"/> INTERVIEW	<input type="checkbox"/> RESUME
_____	<input type="checkbox"/> OTHER/EXPLAIN	_____	
TYPE OF JOB: _____	PERSON/CONTACTED: _____		
_____	TELEPHONE NUMBER: _____		

EMPLOYER: _____	TYPE OF CONTACT	DATE OF CONTACT: _____	
ADDRESS: _____	<input type="checkbox"/> APPLICATION	<input type="checkbox"/> INTERVIEW	<input type="checkbox"/> RESUME
_____	<input type="checkbox"/> OTHER/EXPLAIN	_____	
TYPE OF JOB: _____	PERSON/CONTACTED: _____		
_____	TELEPHONE NUMBER: _____		

EMPLOYER: _____	TYPE OF CONTACT	DATE OF CONTACT: _____	
ADDRESS: _____	<input type="checkbox"/> APPLICATION	<input type="checkbox"/> INTERVIEW	<input type="checkbox"/> RESUME
_____	<input type="checkbox"/> OTHER/EXPLAIN	_____	
TYPE OF JOB: _____	PERSON/CONTACTED: _____		
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EMPLOYER: _____	TYPE OF CONTACT	DATE OF CONTACT: _____	
ADDRESS: _____	<input type="checkbox"/> APPLICATION	<input type="checkbox"/> INTERVIEW	<input type="checkbox"/> RESUME
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ADDRESS: _____	<input type="checkbox"/> APPLICATION	<input type="checkbox"/> INTERVIEW	<input type="checkbox"/> RESUME
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ADDRESS: _____	<input type="checkbox"/> APPLICATION	<input type="checkbox"/> INTERVIEW	<input type="checkbox"/> RESUME
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