



Off Site Daily Job Search Time Sheet

Customer Name: _____ *Last Four Digits of SSN: ***-**-_____

CareerSource Pinellas 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 the job the resume was submitted for, print out of map quest showing distance and time traveled.

*****Cannot count travel time from home to first interview or from the last interview home.**

Prior to completing this Job Search form, please register in Employ Florida Marketplace (EFM) at: www.employflorida.com

Contact 1:

Company Name: _____

Address: _____

Job order #: _____ Phone: _____

Application/Interview Time:

Start: _____ am/pm End: _____ am/pm **Total time:** _____

Contact made:

- Filled out and submitted an application
- Completed an Interview. Name of the person who interviewed you: _____
- Submitted a resume

Contact 2:

Company Name: _____

Address: _____

Job order #: _____ Phone: _____

Application/Interview Time:

Start: _____ am/pm End: _____ am/pm **Total time:** _____

Contact made:

- Filled out and submitted an application
- Completed an Interview. Name of the person who interviewed you: _____
- Submitted a resume

Contact 3:

Company Name: _____

Address: _____

Job order #: _____ Phone: _____

Application/Interview Time:

Start: _____ am/pm End: _____ am/pm **Total time:** _____

Contact made:

- Filled out and submitted an application
- Completed an Interview. Name of the person who interviewed you: _____
- Submitted a resume

Contact 4:

Company Name: _____

Address: _____

Job order #: _____ Phone: _____

Application/Interview Time:

Start: _____ am/pm End: _____ am/pm **Total time:** _____

Contact made:

- Filled out and submitted an application
- Completed an Interview. Name of the person who interviewed you: _____
- Submitted a resume

Customers 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 Pinellas Staff member only:

Total hours to be entered into the JPRs: _____ Verified Back up documentation: Yes

CareerSource Pinellas Staff Signature: _____

CareerSource Pinellas is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Updated 5-11-10; Updated 09-27-12; Updated 02-04-14