



WORK SEARCH REVIEW

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MINISTRY USE ONLY

APPLICANT NAME	WORKER'S IDIR	DATE (YYYY-MMM-DD)	ID NUMBER
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WORK SEARCH EVALUATION

Applicants are required to provide an up-to-date resume (resume should not be older than 2 months)

Does applicant have a resume?	<input type="checkbox"/> YES <input type="checkbox"/> NO	REQUIRED ACTION
When was it last updated?	DATE (YYYY-MMM-DD)	REQUIRED ACTION

Applicants are required to provide reasonable work search documentation

When did the applicant last work?	DATE (YYYY-MMM-DD)	REQUIRED ACTION
Has the applicant conducted an active work search lasting at least weeks, within the previous days?	<input type="checkbox"/> YES <input type="checkbox"/> NO	REQUIRED ACTION
How many activities does the applicant have listed on the Work Search Activity report (HR0077) or similar list?		REQUIRED ACTION
Does applicant documentation include date, type and location of activity, contact names and telephone numbers and results of work search activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO	REQUIRED ACTION

Applicants have met reasonable work search criteria

The number of hours per week the applicant spent conducting their job search.		REQUIRED ACTION
Has the applicant consistently used multiple work search activities?	<input type="checkbox"/> YES <input type="checkbox"/> NO	REQUIRED ACTION
The number of employer contacts the applicant made per week.		REQUIRED ACTION

Applicants cannot restrict their work search to a specific category or wage range

Has applicant looked for employment opportunities across a range of job categories and wages?	<input type="checkbox"/> YES <input type="checkbox"/> NO	REQUIRED ACTION
What types of employment has the applicant pursued? Please describe.		
Provide 3 contacts and phone numbers from applicant HR0077 or similar list that would confirm completed work search activities:	NAME	PHONE
	NAME	PHONE
	NAME	PHONE



WORK SEARCH REVIEW

Applicants are required to pursue activities that would increase their chance of finding work

Has the applicant pursued activities that would increase their chances of finding work?	<input type="checkbox"/> YES <input type="checkbox"/> NO	REQUIRED ACTION
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Please describe applicant work search activities: Examples- training, skills upgrading, job clubs, etc.		
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What employment resources in the community has the applicant accessed? Example - EAS program or resources.		
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IF -DAY TOUCH BACK IS APPLICABLE Is applicant on track to satisfy reasonable work search requirement, if s/he proceeds at the same rate until the application interview?	<input type="checkbox"/> YES <input type="checkbox"/> NO	REQUIRED ACTION
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WORK SEARCH ASSESSMENT

Has the applicant provided required work search documentation, including complete record and up-to-date resume?	<input type="checkbox"/> YES <input type="checkbox"/> NO	REQUIRED ACTION
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Applicant satisfies work search requirement?	<input type="checkbox"/> YES <input type="checkbox"/> NO	REQUIRED ACTION
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The duration that the applicant has been actively looking for work to date.		
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Other factors that were considered in determining reasonable work search efforts (please describe):

WORKER NAME	WORKER SIGNATURE	DATE (YYYY-MMM-DD)
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