

# Weekly Work Search Notice

## UCB-12

**Beginning immediately, you must search for work in each week you want to be paid unemployment benefits.**

**Contact at least four employers per week** who hire people with your skills or might have other work you can do.

The following actions may be considered one reasonable work search action:

- Applying for work with employers who are reasonably expected to have openings for work suitable for you;
- Taking an exam for work that is suitable to you in the civil service of a governmental unit;
- Registering for work with a public or private placement facility; including a union or your professional organization;
- Following the recommendations of a public employment office or similar reemployment service, including participating in reemployment services

Applications submitted to the same employer within a 4-week period do not count as a work search action unless a new job is posted or available.

Viewing job leads (via [jobcenterofwisconsin.com](http://jobcenterofwisconsin.com), classified ads or another source) does not count as a work search action.

Your local Job Center receives job opening information from employers that is updated on a daily basis. You are encouraged to make frequent visits to the Job Center where you can view, select and apply for job openings for which you are qualified and take advantage of the services that can help you in your job search. For the address of the Job Center closest to your home, go to <http://www.wisconsinjobcenter.org/directory/> or call 1-888-258-9966.

You are required to keep a record of your work search actions for 52 weeks. Use the form on the back of this document to keep track of your work search actions. The Department may request evidence of your work search at any time. You may be expected to show verification of your work search activities back to the beginning of your claim. The law provides penalties and benefit reductions for false statements about your work search actions.

If you have any questions about your work search, refer to the online Handbook for Claimants or call a Claims Specialist.

**This is your record. Do not ask any employer to sign this form.**

When you run out of space, you can print additional pages of the work search report form from the Internet at <http://unemployment.wisconsin.gov>. If you do not have access to the Internet, keep your work search record on a separate piece of paper. Be sure to include all of the required information.

**Do not mail in this form unless you are asked to do so.**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

UI Week No. \_\_\_\_\_ From Sunday \_\_\_\_\_ through Saturday \_\_\_\_\_

Date of Contact \_\_\_\_\_ Position applied for \_\_\_\_\_

Employer Name \_\_\_\_\_ Address/website \_\_\_\_\_

Person Contacted (name/position) \_\_\_\_\_ Phone No. \_\_\_\_\_

Method of Contact \_\_\_\_\_ Result \_\_\_\_\_

Date of Contact \_\_\_\_\_ Position applied for \_\_\_\_\_

Employer Name \_\_\_\_\_ Address/website \_\_\_\_\_

Person Contacted (name/position) \_\_\_\_\_ Phone No. \_\_\_\_\_

Method of Contact \_\_\_\_\_ Result \_\_\_\_\_

Date of Contact \_\_\_\_\_ Position applied for \_\_\_\_\_

Employer Name \_\_\_\_\_ Address/website \_\_\_\_\_

Person Contacted (name/position) \_\_\_\_\_ Phone No. \_\_\_\_\_

Method of Contact \_\_\_\_\_ Result \_\_\_\_\_

Date of Contact \_\_\_\_\_ Position applied for \_\_\_\_\_

Employer Name \_\_\_\_\_ Address/website \_\_\_\_\_

Person Contacted (name/position) \_\_\_\_\_ Phone No. \_\_\_\_\_

Method of Contact \_\_\_\_\_ Result \_\_\_\_\_

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