

**OKLAHOMA EMPLOYMENT SECURITY COMMISSION
WORK SEARCH FORM**

Name: John Smith - Example					
Claim Week (Sun-Sat)	Date	Employer Information (include address/location or website)	Position or Type of Work Applied for	Method of Application	Results
1/3/21 - 1/9/21	1/5/21	Fishbaum's Fritter House 3242 Fryer Ln, Norman, OK	Head Cook	emailed	Will call if needed - not hired
1/3/21 - 1/9/21	1/7/21	Emmett's Auto 1640 Riverside Dr, OKC, OK	Mechanic	In-person	not hiring
1/10/21 to 1/16/21	1/12/21	Bank of Metropolis 1938 Illinois Ave, Guymon, OK	bank teller	online	Interviewed 1/14/21 - no offer
1/10/21 to 1/16/21	1/14/21	Veterans Affairs - OKC www.usajobs.gov	Maintenance Technician II	online	Waiting - no response
1/17/21 - 1/23/21	1/19/21	Mc-Fil-A 742 Evergreen Terrace, Tahlequah, OK	manager	Job Fair at OK Works office	Interviewed on the spot - no offer
1/17/21 - 1/23/21	1/21/21	Restaurants To-Go www.restaurantstogo.com	work from home agent	online	no response
1/24/21 to 1/30/21	1/26/21	Staffing Solutions 4132 Wurking Ave, Lawton, OK	anything maintenance	phone	interviewed 1/27/21 - will call if offered
1/24/21 to 1/30/21	1/28/21	Tardis Tasty Treats 76 Totter's Ln, McAlester, OK	Decorator	Facebook jobs	phone interview 1/30/21 and again 1/31/21 - no offer yet but promising
1/31/21 - 2/6/21	2/2/21	Resume Workshop Oklahoma Works office in Muskogee, OK			Built a better resume
1/31/21 - 2/6/21	2/4/21	Watson Pest Detection 221B Baker St, Enid, OK	Office assistant	In-person	Met owner at networking event and gave my resume. He called 2/5 and hired me.

In accordance with Oklahoma Admin. Code 240:10-3-20, all individuals filing for unemployment must perform a minimum of two work searches each week that benefits are claimed, unless they meet the criteria of an exempted group. All work search efforts must be recorded and maintained for two years for audit purposes. This form has been provided as a tool for claimants to utilize to help track efforts.