|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Claim Number: |       |
| Week Ending | Job 1 | Job 2 | Job 3 | Job 4 | Job 5 |
| Job Title:Company Name:Application Date: |                /     /      |                /     /      |                /     /      |                /     /      |                /     /      |
| How did you apply for this job?*(phone, letter, email, face-to-face, rehabilitation, other please specify)* |       |       |       |       |       |
| Contact details – please include:Name:Phone:Email:Other: |                      |                      |                      |                      |                      |
| Outcome: | [ ]  Got the job![ ]  Interview scheduled[ ]  No response yet[ ]  Unsuccessful[ ]  Follow up needed | [ ]  Got the job![ ]  Interview scheduled[ ]  No response yet[ ]  Unsuccessful[ ]  Follow up needed | [ ]  Got the job![ ]  Interview scheduled[ ]  No response yet[ ]  Unsuccessful[ ]  Follow up needed | [ ]  Got the job![ ]  Interview scheduled[ ]  No response yet[ ]  Unsuccessful[ ]  Follow up needed | [ ]  Got the job![ ]  Interview scheduled[ ]  No response yet[ ]  Unsuccessful[ ]  Follow up needed |
| *Office use only: Job Log checked and meets S38 requirements* |  |
| **Please also attach copies of any evidence of job seeking e.g. email confirmation of applications, letters etc.** |
| **DECLARATION:** I |       | declare the above information to be a true and accurate account of job seeking activities that I have |
| undertaken in the period specified |
| Signed: |  | Dated: |  |

**Please complete and sign the form and return to:**

**🖃:** GPO Box 4143, SYDNEY NSW 2001

**🖂:** info@hotelemployersmutual.com.au

**:** 02 8351 9495