U.S. PROBATION AND PRETRIAL SERVICES

WESTERN DISTRICT OF WASHINGTON

CONNIE M. SMITH
CHIEF

RHONDA M. LANGFORD
DEPUTY CHIEF

U.S. PROBATION OFFICE – JOB SEARCH LOG

Name: _____   PACTS: _____

Instructions: On a weekly basis complete a Job Search Log for every contact you make; show you made the required number of employer contacts and/or participated in the in-person job search activities as directed by the probation officer. **Employers may be called to verify any listed contacts.**

Contact#	Date	Business Name and Complete Address or Worksource Office	Contact Type: Include phone number for all contacts	Person Contacted	Type of Work or Description of Activity	Status/Results
1.		Business Name/Worksource Office Name _____ Street Address or PO Box _____ City State and Zip Code _____	❑ Mail ❑ Fax#: _____ ❑ Email: _____ ❑ In Person ❑ Phone#: _____			❑ Resume/Application ❑ Not Hiring ❑ Interview ❑ Follow-up Call ❑ _____
2.		Business Name/Worksource Office Name _____ Street Address or PO Box _____ City State and Zip Code _____	❑ Mail ❑ Fax#: _____ ❑ Email: _____ ❑ In Person ❑ Phone#: _____			❑ Resume/Application ❑ Not Hiring ❑ Interview ❑ Follow-up Call ❑ _____

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