

Employment Services Time Sheet

Participant Name:

Participant's Case Number:

Number of hours at the Career Center meeting with the Employment Services staff:

Dates met with Employment Services staff:

Employer's Name:

Address:

Phone Number:

Contact Name:

Date:

If you traveled between employers or One-Stop to employer, you can get credit for travel time:

Where did you leave from?

Enter the time you left to go to employer:

Enter the time you got there:

Check off what you did at the employer's location:

- I completed a paper application today I completed a computer based application today
 I attended a personal interview (enter the interview number ____)
 I attended a group orientation I attended a personal orientation
 I had to complete other paperwork required by the position/employer

Follow-Up Date:

Contact Name:

Outcome:

Employer's Name:

Address:

Phone Number:

Contact Name:

Date:

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Enter the time you got there:

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Follow-Up Date:

Contact Name:

Outcome:

Total hours completed:

Which job search was verified (enter employer's name)?:

Date verified:

How was this verified (phone, visit, etc.)?:

Not An Official AWI Document