

## WORK SEARCH PLAN OF ACTION AFFIDAVIT

Batch #: \_\_\_\_\_ Seq #: \_\_\_\_\_ Alt ID: \_\_\_\_\_

Claimant's Name (Last, First, M.I.): \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

The State of Arizona requires that an individual filing a claim for Unemployment Insurance benefits must be actively seeking work for each week that benefits are claimed. To meet the active work search requirement you are required to comply with the following work search plan each week you file for benefits.

1. Contact the Employment Service office for job referrals, and job fairs.
2. Register, apply and continue checking with:
  - a. Union hiring hall (Keep union dues current and maintain good standing)
  - b. Company employment (hiring) offices.
  - c. Placement offices of professional organizations.
  - d. Placement offices of schools, colleges, and universities.
  - e. Registry Services (medical professionals)
  - f. Headhunters
3. Make weekly personal contacts with employers who may reasonably be expected to have suitable job openings and record these contacts on the Work Search Log, UB-101-A. Available online @ [https://www.azdes.gov/esa\\_uibenefits/benefitform.asp](https://www.azdes.gov/esa_uibenefits/benefitform.asp)
4. Submit resumes to prospective employers. Attach a copy of your cover letter to the Work Search Log, UB-101-A. It will be returned to you after reviewing the UB-101-A.
5. Answer "want ads" in an attempt to arrange interviews. Attach a copy of your cover letter to the Work Search Log, UB-101-A. It will be returned to you after reviewing the UB-101-A.
6. Check the telephone book and use the telephone to obtain job leads and make appointments for job interviews.
7. Apply for and/or take examinations for city, county, state or federal jobs.
8. Search the Internet and apply online. (When applying on-line include a copy of the confirmation transmittal with your Work Search Log(s).)
9. Since you have been unemployed for at least \_\_\_\_\_ weeks, you should expand your search for work to include other than your usual type of work or occupation.
10. Take the following action considered an effective means of seeking work. \_\_\_\_\_

The **Reason** you are receiving this is because your work search requirements were not met.

You must take **Action** by actively seeking work and documenting your efforts every week.

You must **Plan** to maintain complete records of your contacts. The Department may request this information anytime during your claim. If you fail to meet these requirements, you will be ineligible for benefits. This may also create an overpayment in the future that you will have to pay back to the Department.

### AGREEMENT

I agree to search for work in accordance with the Work Search Plan of Action Affidavit above. I understand that I must report and record my work search contacts on the Work Search Log, UB-101-A and that the contacts I report are subject to verification. I understand that if I do not seek work in the manner described above I may not be eligible for Unemployment Insurance Benefits.

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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