



Missouri Department of Economic Development  
 Missouri Division of Workforce Development  
**SkillUP Job Search Log**



PARTICIPANT'S NAME (Last, First, Middle)	DCN
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Job Search Period Dates: _____ to _____	<b>Return form to a Job Center on or before the 4th day of the following month.</b>
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Date:  _____	Business Name, Address & City: _____ _____	Position Applied For: _____	<b>Result:</b>
Hours Spent  _____	Name & Phone Number of Contact: _____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
		<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
		<input type="checkbox"/> On-line (List Location Applied From): _____	<input type="checkbox"/> Interview & Date
			<input type="checkbox"/> Other (Explain): _____ _____

Date:  _____	Business Name, Address & City: _____ _____	Position Applied For: _____	<b>Result:</b>
Hours Spent  _____	Name & Phone Number of Contact: _____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
		<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
		<input type="checkbox"/> On-line (List Location Applied From): _____	<input type="checkbox"/> Interview & Date
			<input type="checkbox"/> Other (Explain): _____ _____

Date:  _____	Business Name, Address & City: _____ _____	Position Applied For: _____	<b>Result:</b>
Hours Spent  _____	Name & Phone Number of Contact: _____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
		<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
		<input type="checkbox"/> On-line (List Location Applied From): _____	<input type="checkbox"/> Interview & Date
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Date:  _____	Business Name, Address & City: _____ _____	Position Applied For: _____	<b>Result:</b>
Hours Spent  _____	Name & Phone Number of Contact: _____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
		<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
		<input type="checkbox"/> On-line (List Location Applied From): _____	<input type="checkbox"/> Interview & Date
			<input type="checkbox"/> Other (Explain): _____ _____

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Hours Spent  _____	Name & Phone Number of Contact: _____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
		<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
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	_____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
Hours Spent	_____	<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
	Name & Phone Number of Contact:	<input type="checkbox"/> On-line (List Location Applied From):	<input type="checkbox"/> Interview & Date
	_____	_____	<input type="checkbox"/> Other (Explain):
	_____	_____	_____

Date:	Business Name, Address & City:	Position Applied For: _____	<b>Result:</b>
	_____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
Hours Spent	_____	<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
	Name & Phone Number of Contact:	<input type="checkbox"/> On-line (List Location Applied From):	<input type="checkbox"/> Interview & Date
	_____	_____	<input type="checkbox"/> Other (Explain):
	_____	_____	_____

Date:	Business Name, Address & City:	Position Applied For: _____	<b>Result:</b>
	_____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
Hours Spent	_____	<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
	Name & Phone Number of Contact:	<input type="checkbox"/> On-line (List Location Applied From):	<input type="checkbox"/> Interview & Date
	_____	_____	<input type="checkbox"/> Other (Explain):
	_____	_____	_____

Date:	Business Name, Address & City:	Position Applied For: _____	<b>Result:</b>
	_____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
Hours Spent	_____	<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
	Name & Phone Number of Contact:	<input type="checkbox"/> On-line (List Location Applied From):	<input type="checkbox"/> Interview & Date
	_____	_____	<input type="checkbox"/> Other (Explain):
	_____	_____	_____

Date:	Business Name, Address & City:	Position Applied For: _____	<b>Result:</b>
	_____	<b>Type of Contact:</b>	<input type="checkbox"/> Hired
Hours Spent	_____	<input type="checkbox"/> In-Person <input type="checkbox"/> Mailed/Faxed Application or Résumé	<input type="checkbox"/> No Openings
	Name & Phone Number of Contact:	<input type="checkbox"/> On-line (List Location Applied From):	<input type="checkbox"/> Interview & Date
	_____	_____	<input type="checkbox"/> Other (Explain):
	_____	_____	_____

I certify that all of the information on this "METP Job Search Log" is true. \_\_\_\_\_  
*Signature of Participant*

**Office Use Only**

Date Returned: \_\_\_\_\_ Total Job Search Hours: \_\_\_\_\_ Job Center Contact: \_\_\_\_\_ Job Center Name: \_\_\_\_\_

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or (888) 728-JOBS (5627).