OKLAHOMA EMPLOYMENT SECURITY COMMISSION

WORK SEARCH FORM

Name:					
Claim Week (Sun-Sat)	Date	Employer Information (include address/location or website)	Position or Type of Work Applied for	Method of Application	Results

In accordance with Oklahoma Admin. Code 240:10-3-20, all individuals filing for unemployment must perform a minimum of two work searches each week that benefits are claimed, unless they meet the criteria of an exempted group. All work search efforts must be recorded and maintained for two years for audit purposes. This form has been provided as a tool for claimants to utilize to help track efforts.