



# INCOME ASSISTANCE JOB WORK SEARCH RECORD

In order to ensure compliance with Indigenous Services Canada- ISC it is required that we have Work Search forms in the file each month. Please note that an absent work search record may/will delay monthly Income Assistance – IA.  
All job Searches need to be signed off PESP caseworker or OTDC worker.  
I declare that all the information I have provided in this form is true and complete. I understand that the Westbank First Nation Social Development Office may verify and obtain information to confirm my eligibility.

LAST NAME:	GIVEN NAME:	
ADDRESS:	BIRTH DATE (YYYY MMM DD)	TELEPHONE:

### REASONABLE WORK SEARCH ACTIVITIES

**Examples of work search activities:**

- Preparation of (i.e. drafting, typing, photocopying) resume and /or cover letters.
- Websites searched for employment e.g. Indeed, Workopolis, work BC, WFN employment page Etc.
- Attending workshops, seminars etc. List the names and where.
- Meetings with an Employment Services Advisor e.g. OTDC, PESP, Etc.

**Signature of PESP or OTDC worker** \_\_\_\_\_

**INSTRUCTIONS:** Log all reasonable work search activities below. List date, type of activity (e.g. resume preparation, personal interview, application, telephone call, networking, etc.), results of all activities that you have done to improve your opportunities of finding employment. Contact Westbank First Nation Employment & Training. 250-768-0227

DATE OF ACTIVITY	TYPE OF ACTIVITY	LOCATION OF ACTIVITY	CONTACT NAME & PHONE NUMBER	RESULTS OF YOUR ACTIVITY

IF YOU HAVE NOT LOOKED FOR WORK, PLEASE INDICATE WHY

<input type="checkbox"/> SINGLE PARENT WITH DEPENDENT CHILD(REN) UNDER 3	<input type="checkbox"/> MEDICAL OR PHYSICAL CONDITION WHICH PRECLUDES EMPLOYMENT DOCTOR'S NOTE REQUIRED	<input type="checkbox"/> COPY OF PHYSICIAN'S NOTE REQUIRED
<input type="checkbox"/> OTHER (EXPLAIN)		

PRINT NAME	SIGNATURE	DATE (YYYY MMM DD)
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