Instruction Guide for Claimants

Weekly Claim Filing:
Work Search Job Application Screens

REEMPLOY ME
Unemployment System Alliance Partner

MAINE DEPARTMENT OF LABOR
Bureau of Unemployment Compensation
Work Search Job Application Screens

If you answer **Yes** to looking for work or participating in Work Search related activities –

The following screens shown in this tutorial will show you what will be displayed for you to complete the **Work Search Job Application** portion of your weekly claim.
Work Search
Job Application
Screens

• After you answer Yes to question 3 – you will be asked which work search related activities you participated in.
• Make sure you have the fourth option, I Applied for a job for which I am reasonably qualified, selected.
• To see if the employer is listed in our database, search for the employer under EMPLOYER NAME by selecting the Search button.
Work Search
Job Application
Screens

- Select the Appropriate employer from list.
- If the employer does not come up on your search, select Back to return to the previous screen.
2. Please tell us more about this employer:

**EMPLOYER NAME** *(required)*

**EMPLOYER ADDRESS** *(required)*

- Address Line 1 *(required)*
- Address Line 2
- City *(required)*
- State *(required)*
  - Select-
- ZIP Code *(required)*

**PHONE NUMBER** *(required)*

• If the employer is not on the list, you will need to provide the address and phone number.
• You will then answer questions 3 and 4 and continue with the remainder of Weekly Claim questions.

This concludes the Work Search Job Applications Screens tutorial