

# Instruction Guide for Claimants

Weekly Claim Filing:  
Work Search Job Application Screens



2/24/2021



# Work Search Job Application Screens

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

Filing for week of **Sunday, December 27, 2020** To **Saturday, January 02, 2021**

**Report work search**

1. Did you work or perform any services for an employer during the week (this does not include odd jobs)? **(required)**

Yes  No

2. Do you have a confirmed start date to return to employment? **(required)**

Yes  No [What does this mean?](#)

3. Did you look for work or participate in Work Search related activities? **(required)**

Yes  No

Unless Waived, you must participate in at least one Work Search activity each week to get unemployment benefits. To find out more about work search waivers, click below:  
[Checkout the Work Search FAQ.](#)

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.

Filling for week of **Sunday, December 27, 2020** To **Saturday, January 02, 2021**

### Report work search

1. Did you work or perform any services for an employer during the week (this does not include odd jobs)? **(required)**  
 Yes  No
2. Do you have a confirmed start date to return to employment? **(required)**  
 Yes  No [What does this mean?](#)
3. Did you look for work or participate in Work Search related activities? **(required)**  
 Yes  No

Unless Waived, you must participate in at least one Work Search activity each week to get unemployment benefits. To find out more about work search waivers, click below:  
[Checkout the Work Search FAQ.](#)

# Work Search Job Application Screens

- Make sure you have the fourth option, **I Applied for a job for which I am reasonably qualified**, selected.

Filing for week of **Sunday, January 31, 2021 To Saturday, February 06, 2021**

1 of 3 steps

### Report work search

1. During the week of 31 January to 06 February, did you participate in any of the following work search related activities? **(required - select all that applied)**

If you **applied for a job**, please report further details when prompted. You will have the opportunity to enter details for multiple applications if needed.

If you completed one of the other activities listed, you do not have to enter further details at this time. Please save any documentation so you can easily provide it if a record is requested.

- I attended a job fair / virtual job fair hosted by a CareerCenter
- I participated in CareerCenter virtual reemployment services
- I participated in a CareerCenter virtual workshop
- I applied for a job for which I am reasonably qualified**
- I interviewed for a job for which I am reasonably qualified
- I contacted an employer to inquire as to whether the employer is hiring
- I worked on work search materials or participated in professional job-related education or skills development
- I participated in networking events related to a job or occupation for which I'm reasonably qualified
- I volunteered for an organization or company for networking purposes that might reasonably lead to a paid opportunity
- No, I did not participate in any work search related activities

<Back      Next>

# Work Search Job Application Screens

- To see if the employer is listed in our database, search for the employer under EMPLOYER NAME by selecting the Search button.

Filing for week of **Sunday, January 31, 2021** To **Saturday, February 06, 2021**

1 of 3 steps

### Report job application

You are now inputting work search details for **one work search activity** during this claim period. You will be able to report additional work search activities after reporting this one.

1. On what day did you perform this Work Search activity? **(required)**  
Date  
 /  /
2. Please tell us more about this employer:  
**EMPLOYER NAME** **(required)**

# 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.

### Search for employer

Enter the Employer Name and select **Search**. More information can be entered to narrow the Search Results.

1. Employer Name (required)
2. Employer Federal Employer Identification Number (FEIN)
3. City

(No of Records: 1 - 25 of 777, Page: 1 of 32) |< << 1 2 3 4 5 6 7 8 9 10 >> >|

Select (required)	Employer Name	Address	City, State
<input type="radio"/>	K MART CORPORATION	PO BOX 280100	NASHVILLE,TN
<input type="radio"/>	BANCROFT & MARTIN INC	PO BOX 7892	PORTLAND,ME
<input type="radio"/>	OHMART AND HINKLEY PHARMACISTS INC	WOODRIDGE RD	BREWER,ME
<input type="radio"/>	MARTIN'S .05 TO 1.00 STORE	65 SO HIGH ST	BRIDGTON,ME
<input type="radio"/>	PETERSONS MOTOR MART	BOX 292	FT FAIRFIELD,ME
<input type="radio"/>	STANLEY FURNITURE MART INC	PO BOX 618	RUMFORD,ME
<input type="radio"/>	SMART'S INC	PO BOX 249	LINCOLN,ME
<input type="radio"/>	MARTIN & SON WHOLESALE GROCERS INC,		RAYMOND,ME
<input type="radio"/>	MARTIN, J ROBERT	MARTIN'S PHARMACY	FORT KENT,ME
<input type="radio"/>	MARTIN CONTRACTOR, STEPHEN	RTE 2	LITCHFIELD,ME
<input type="radio"/>	MARTINS SUPERETTE	80 BIRCH ST	BIDDEFORD,ME

(No of Records: 1 - 25 of 777, Page: 1 of 32) |< << 1 2 3 4 5 6 7 8 9 10 >> >|

# Work Search Job Application Screens

- If the employer is not on the list, you will need to provide the address and phone number.

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)

ZIP Code (required)

**PHONE NUMBER (required)**

-  -

## Work Search Job Application Screens

- You will then answer questions 3 and 4 and continue with the remainder of Weekly Claim questions.

3. Please tell us more about this opportunity:

**TYPE OF WORK / JOB TITLE (required)**

**HOW DID YOU CONTACT THIS EMPLOYER? (required)**

**WHO YOU CONTACTED (NAME OR TITLE) (required)**

4. What was the outcome of this Work Search activity? (required)

The employer is not currently accepting new applications

I submitted an application and/or resume

I was hired but with no confirmed start date

I was hired and have a confirmed start date

I started working

I was scheduled for an interview

I connected with a potential employer and am waiting to hear back

My application was rejected

Other (Please Specify)

This concludes the Work Search Job Applications Screens tutorial