|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Participant | SCSEP Staff | Training Center | DOL User ID# | Month/Year |
|  |  |
|  | It is **MANDATORY** that you turn this form in at your Network to Work Meetings. | It is also **REQUIRED** that you log into the State Jobs Web site twice/month. |
|  |  | **The goal of your training with Associates for Training & Development is to secure unsubsidized employment. This form is used to document your efforts.** |  |
|  | **EXAMPLES FOR TRAINEES TO REFERENCE** |
|  | **Date** | **Type of Activity** | **Name of Employer & Contact** | **How did you contact Job Opportunity** | **Results/Follow Up** |
|  | 6/7/13 - VT | VT - VDOL Online | [www.jobsinvt.com](http://www.jobsinvt.com), Ben & Jerry’s, Green Mountain Coffee | Sent resumes via the internet | Will send follow up email |
|  | 6/7/13 - CT | CT – CT Jobs Online | <http://connecticut.us.jobs/index.asp?stype=kw>, ABCD Company, RG Enterprise | Sent resumes via the internet | Will send follow up email |
|  | 6/9/13 | Job Fair | Leddy Group, Kelly, Heritage Family | Face to Face, Left Resumes | No response yet, will call |
|  | 6/11/13 | Direct Contact | The Salvation Army | Went to their office and inquired | Left Resume, Not Hiring |
|  |  |  |  |  |  |
|  | **Date** | **Type of Activity** | **Name of Employer & Contact** | **How did you contact Job Opportunity** | **Results/Follow Up** |
| 1 |       |       |       |       |       |
| 2 |       |       |       |       |       |
| 3 |       |       |       |       |       |
| 4 |       |       |       |       |       |
| 5 |       |       |       |       |       |
| 6 |       |       |       |       |       |
| 7 |       |       |       |       |       |
| 8 |       |       |       |       |       |
| 9 |       |       |       |       |       |
| 10 |       |       |       |       |       |
| 11 |       |       |       |       |       |
| 12 |       |       |       |       |       |
| 13 |       |       |       |       |       |