

**Maryland Division of Unemployment Insurance**  
**1100 N. Eutaw St., Baltimore, MD 21201**

You must make three (3) job contacts for each week that you file a continued claim (request for payment) by Webcert or Telecert. (El formulario en español es solamente para demostración, tiene que completar y regresar el formulario en INGLES). You should retain this record in case your work search is audited. Making false statements may lead to a finding of unemployment insurance fraud.

Date Mo/Day/Yr	Employer Name, Address, Phone Number, E-mail Address or Website	How Contacted	Person Contacted and Title	Type of Work Sought	Results	Application or Resume submitted?	E-mail or Website Confirmation Number
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

**Work-Search Notes:**

1. Keep copies of email or website confirmations in either paper or electronic form.
2. Attempt to contact people with hiring authority when seeking work.
3. Always submit applications, unless the employer specifically says they aren't accepting any at that time.
4. Reading newspaper, bulletin board, or website job listings do not constitute a valid "job contact". You must apply for a specific job.