

***TANF EMPLOYER CONTACT GUIDELINES ***

ALL CONTACTS: The employer must be accepting applications at the time you apply and you must submit your application and/or resume for it to be a valid job contact. Also, the job must be appropriate to your skills and experience. For example: you should not apply for a welding job if you have no training in that field or have not done that job before.

IN PERSON: If you are applying in person you must complete an application and/or submit a resume at the employer's place of business or at Employment Services of Weld County.

POSTAL SERVICE: If you apply for a job through the mail you must send an application or resume to the employer. These contacts are often found in the newspaper but are also occasionally obtained through job referrals at Employment Services of Weld County. The date on your contact sheet should be the date you mailed your correspondence.

ONLINE: If you apply online you must submit a resume and/or online application. You will need to provide us with a print-out of the confirmation page, the job order number attached to the online job, and if there is no job order number, you will need to reference the EXACT web site address to which you applied.

FOLLOW-UP: Three to five days after you have submitted your application it is acceptable and expected that you contact the perspective employer and inquire about the status of your application and ask if interviews are being set up yet.

Example employer contact entry:

1. Name of Company: ___ABC Company_____ Company Phone # ___XXX-XXX-XXXX_____

Position Applied For: ___Production _____ Date: ___XX/XX/XXXX___ Total Time: ___1 hr. _____

Type of Contact:

IN PERSON: ADDRESS: _____ NAME: _____

POSTAL SERVICE: ADDRESS SENT TO: _____

ONLINE: WEB SITE: _____ CONFIRMATION PAGE? Y N

FOLLOW-UP: DATE: _____ RESULT: _____

**** ALL FIELDS ON THE JOB CONTACT SHEET MUST BE COMPLETED TO COUNT AS A JOB CONTACT!****

*****If you have any questions regarding acceptable employer (job) contacts, please contact your Employment Services of Weld County TANF Case Manager*****

I have read (or have read to me) and understand the requirements for completing the TANF-Employer Job Search Contact form.

Participant

Signature: _____ Date: _____