



**Recording My Job Search Effort**  
 Department of Social Services  
 Division of Family Independence | CED  
 B-5727 (2/2019)

|           |                                    |
|-----------|------------------------------------|
| Case Name | Client Identification Number (CIN) |
|-----------|------------------------------------|

Please use this form to record your job search efforts, documenting that you have met the requirement to work, look for work, or participate in certain approved programs for 80 hours a month to maintain eligibility for Supplemental Nutrition Assistance Program (SNAP) benefits. All time spent looking for work, including activities such as researching available jobs (online, newspaper, other), completing and submitting job applications (online or at employer), preparing for interviews, participating in an interview, participating in a job search workshop or working with a job placement specialist should be included. Each month you should use [www.jobzone.ny.gov](http://www.jobzone.ny.gov) to locate job openings and ask a district worker if you need help.

You must submit proof **each month** of your job search efforts.

Please sign and date the completed form below and return no later than the 10<sup>th</sup> of the following month (Ex.: *January job search documentation must be submitted no later than February 10<sup>th</sup>*) to:

**ECDSS Comprehensive Employment Division**  
**290 Main Street 10<sup>th</sup> Fl., Buffalo NY 14202**  
**Fax 858-1065**

| Date | Activities Completed | Employers Contacted | Total Time Spent During Day (minutes or hours) |
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*Attach an additional page if needed.*

I participated in the job search related activities for the amount of time listed above.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

# JobZone - [www.jobzone.ny.gov](http://www.jobzone.ny.gov)

JobZone is an interactive resource to help adults manage their careers. JobZone is the perfect tool for: planning your future, organizing your job search, exploring your career, interests and skills, developing customized resumes, and exploring over 800 careers.

## Job Search

- The top center of the website includes a Job Search feature you can use to locate job openings.
- You may enter several different search criteria to assist you in your job search. These are keywords, zip code, and radius (miles you are willing to travel to work). Keywords have been identified for several business types and are available on the back of this document. Once you enter a keyword, you can select the “Advanced Search” option at the bottom of the box. You can use the job search feature on JobZone without creating an account, but additional advanced features of JobZone will require a log on.

## Create an Account and Log In

- You must have an email address to create an account. It cannot be shared with other users.
  - Create an e-mail account using a popular, reliable free service such as Gmail, Yahoo Mail and Hotmail.
  - Go to the site’s homepage page.
  - Click the “Create an Account” button and enter the required registration information.
  - Choose an appropriate username and enter a password.
  - Enter the verification code at the bottom of the screen and agree to the Terms of Service.
- If you have registered with the New York State Department of Labor or have received Unemployment Insurance Benefits from New York State, you will already have an account. If you do not know your NY.GOV user name and/or NY.GOV password, you will need to use the links on the login page to get that information or call **1-888-4-NYSDOL** (888-469-7365). If you do not have a JobZone account, you will be asked to create one. This will be linked to your NY.GOV account but remains a separate account.

## Online Work Search Record

- Select Add New Employer contact or Activity tab. Select the date, Activity type and Activity Description (the most common will be Employer Contact). Answer the questions and upload supporting documentation (online application confirmations). Save your work.
- To document your work search, go to the reports tab and select the week ending date and click view the report. Save a copy or print a copy to document your work search.
- JobZone does not record time spent looking for work, so you must record on a separate document.

## General Information

- Do not use the back arrow to navigate, use the navigation buttons at the bottom of each page. Using the back arrow may log you out of the website.
- If you have a NY.GOV identification for MyBenefits, myDMV, Tax Online Services or TEACH Services, you will use that same I.D. for Job Zone.

## Key Word Search – Examples

### Sales and Related

- Retail
- Sales
- Customer service
- Sales Associate
- Cashier
- Inventory
- Stock Clerk
- Shipping/Receiving

### Health Care

- Personal Care Aide
- Child Care Worker
- Nurse
- Home Health Aide
- Certified Nurse's Assistant
- Health Aide
- Hair Dresser
- Nail Salon Worker

### Food and Lodging

- Food Preparation
- Prep/Line Cook
- Chef
- Customer service
- Cashier
- Server
- Busboy
- Dishwasher
- Host
- Kitchen Worker
- Housekeeping
- Janitor/Cleaner
- Grounds Keeper
- Building Maintenance

### Production

- Assembly
- Manufacturing
- Machine Operator
- Fork Lift Operator
- Shipping/Receiving
- Packer
- Warehouse Worker
- Construction Worker
- Document Preparation

**Note:** You may also wish to enter a specific company's name in the *Key Word Search* area; an example might be: **Lowe's** or **Macy's**. Doing this will bring up any jobs, in your zip code sorting area, for which either **Lowe's** or **Macy's** have posted.

# ABAWD SITE DESK REFERENCE

## Western New York WIOA Career Centers

### Erie County

#### **Buffalo Employment & Training Center**

77 Goodell Street  
Buffalo, New York 14203  
716-856-5627  
[www.workforcebuffalo.org](http://www.workforcebuffalo.org)

#### **ECC One Stop Satellite Office**

South Campus  
4041 Southwestern Blvd.  
Orchard Park, New York 14127  
716-270-4444  
[www.ecc.edu/southtowns-satellite](http://www.ecc.edu/southtowns-satellite)

#### **Buffalo Career Center**

284 Main Street  
Buffalo, New York 14202  
716-851-2600  
<https://labor.ny.gov/career-center-locator>

#### **Williamsville Career Center**

4175 Transit Road  
Transitown Plaza  
Williamsville, New York 14221  
716-634-9081  
<https://labor.ny.gov/career-center-locator>

#### **Erie Community College Career Center**

Gleasner Hall, Room 166  
6205 Main Street  
Williamsville, New York 14221  
716-270-4444  
[www.ecc.edu/workforce/onestop](http://www.ecc.edu/workforce/onestop)

### Surrounding Counties

#### **Allegany County Employment and Training Center**

7 Wells Lane  
Belmont, New York 14813  
585-268-9240  
[www.alleganyco.com](http://www.alleganyco.com)

#### **Lockport WorksourceOne Career Center**

81 Walnut Street  
Lockport, New York 14094  
716-433-6766

#### **Chautauqua Works**

407 Central Avenue  
Dunkirk, New York 14048  
716-366-9015  
[www.chautauquaworks.com](http://www.chautauquaworks.com)

#### **WorksourceOne Career Center**

Trott ACCESS Center  
Niagara County E&T 1001 11th Street  
Niagara Falls, New York 14301  
716-248-8281  
[www.worksource1.com](http://www.worksource1.com)

#### **Jamestown Career Center**

23 E. 3<sup>rd</sup> Street  
Jamestown, New York 14701  
716-661-9553  
[www.chautauquaworks.com](http://www.chautauquaworks.com)

#### **Cattaraugus Career Center**

175 North Union Street , Suite 4  
Olean, New York 14760  
716-373-1880  
[www.co.cattaraugus.ny.us/one-stop/index.asp](http://www.co.cattaraugus.ny.us/one-stop/index.asp)