

## JOB SEARCH LOG

NAME: \_\_\_\_\_

COURT CASE#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DCSS#: \_\_\_\_\_

PHONE: \_\_\_\_\_

Log for month of: (*circle applicable month*) Jan/Feb/Mar/Apr/May/June/July/Aug/Sept/Oct/Nov/Dec

The court has issued an order requiring you to complete this job search log each month or, you have voluntarily agreed to submit this job search log each month.

There are two sides to this form. (See reverse.) You must *personally apply for at least 5 jobs each week*, providing the information requested below. If telephone contacts are made, you must explain why you did not personally apply. Disclose any good faith efforts to find a job.

The log must be *received* by the Department of Child Support Services, by the 10<sup>th</sup> day of each month, unless the court specifies otherwise.

Mail your logs to:

**Department of Child Support Services  
P.O. Box 1841  
Santa Cruz, CA 95061**

Make several copies of this log since the Department of Child Support Services will not send you a new form each month. Also, keep a copy of your completed log for your records before sending it to the Department of Child Support Services. Call the Department of Child Support Services, if you are unable to complete the form. (866) 901 3212.

If the job search log is court ordered, the Department of Child Support Services may ask the court to find you in *contempt* if you fail to timely submit a job search log. In contempt proceedings, the court may impose a sentence of up to five days in jail or order community service for each month you fail to timely submit a completed job search log.

If the job search log is a condition of probation, your failure to timely submit the logs may result in revocation of probation and imposition of sentence.

DATE	NAME OF EMPLOYER PERSONALLY CONTACTED	ADDRESS OF POTENTIAL EMPLOYERS	PHONE#, IF PHONE CONTACT, EXPLAIN WHY APPLICATION NOT MADE IN PERSON	RESULT

CONTINUE ON REVERSE SIDE

(Family Code Section 4505)

**JOB SEARCH LOG (Continued from page 1)**

<b>DATE</b>	<b>NAME OF EMPLOYER PERSONALLY CONTACTED</b>	<b>ADDRESS OF POTENTIAL EMPLOYERS</b>	<b>PHONE#, IF PHONE CONTACT, EXPLAIN WHY APPLICATION NOT MADE IN PERSON</b>	<b>RESULT</b>

**I declare under penalty of perjury that the foregoing is true and correct.\**  
**Executed on (date) \_\_\_\_\_ at (city) \_\_\_\_\_, California.**  
**Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_**