

DODGE COUNTY CHILD SUPPORT AGENCY

210 West Center Street

Juneau WI 53039

Phone: (414) 615-2589

Fax: (920) 386-3906

WORK SEARCH INSTRUCTION SHEET

1. The Court ordered you to search for work whenever you are not employed fulltime.
2. You must complete a work search form, or make your own list of your search, and mail or deliver it to the Child Support Agency at the end each week, not bi-weekly or monthly!
3. You must also register at your closest Job Center, go to that office at least once a week, use that office's resources in looking for work, and when you leave, ask for a written verification form confirming your visit. You can find the closest Job Center by calling 1-888-258-9966. If you have access to a computer, you should also use their website every week:
www.wisconsinjobcenter.org.
4. Follow these instructions in using work search forms or your own lists:
 - a) Fill in your name and address on the top of the form, or on your list.
 - b) If you find a job, provide the information at the top of the form or list, or call the Child Support Agency. Include all details, including the employer's address and telephone.
 - c) You must apply in person or on line. Telephone contacts are not accepted.
 - d) Fill in the name, address, and phone number of each employer you contact, and the date of your contact. For on line applications, see paragraph 'f' below.
 - e) Include a comment on the results of the contact. For example, what is the job, was an application filed, was an interview scheduled, etc...
 - f) If you apply for a job on-line, include the business's name, their website address, their email address, their telephone number, the date you applied, and any other information.
 - g) Do not list an employer that you have already contacted.
 - h) You should register with at least one temporary employment agency, and contact that agency at least once per week to let them know you are interested. But do not list a temporary agency on a work search form more than once.
 - i) The Child Support Agency will verify your application with each employer.
 - j) Mail or deliver your search form or list at the end of each week to the Child Support Agency at 210 West Center Street, Juneau, WI 53039.
You can arrange with your case worker to fax or email search lists weekly. Always call within a few days to confirm the fax or email was received.

I certify that on _____ I handed/mailed this instruction sheet and ten work search forms to:

Name of individual
form work search (July 13, 2011)

Signature of CSA Staff

WORK SEARCH FORM

Complete this work search form and mail or deliver it at the end of each week (not bi-weekly or monthly) to:

Dodge County Child Support Agency
210 West Center Street
Juneau, WI 53039

Have you been hired? Yes No
If so, by which employer? _____

Employer Name	Street Address & City (if on line, also website address and business email address)	Phone	Date	Results
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
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SIGNATURE

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