



NORTH WILKESBORO HOUSING AUTHORITY



"Not a Handout...Just a Helping Hand"

Work Search Record

Head of Household: _____

Date: _____

Tenant searching for work: _____

Work Search Requirements: To be able to exclude monthly child care costs from your rental income the NWHA requires you to be **actively seeking** work with a minimum of **three contacts** with potential employers for each week you claim to be unemployed or not considered a full time student. You must keep a detailed record of your work search activities. Failure to maintain an adequate and verifiable work search record for any week claimed will result in the inability to claim child care expenses as a deduction of rental income.

| Week # | Beginning Sunday | and Ending Saturday | | | |
|-----------------|-------------------|---|--|------------------|--|
| Date of Contact | Company Contacted | Contact Method In person (I) Telephone (T) Fax (F) *Email (E) *Online(O) | Provide one (1) of the following: Physical Address Website Address Phone Number | Position Seeking | Results (Ex. Not Hiring, Submitted Application, Interview, Second Interview, Submitted Resume) |
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***Attach a copy of confirmation email or confirmation number for any online contacts.**

| Week # | Beginning Sunday | and Ending Saturday | | | |
|-----------------|-------------------|---|--|------------------|--|
| Date of Contact | Company Contacted | Contact Method In person (I) Telephone (T) Fax (F) *Email (E) *Online(O) | Provide one (1) of the following: Physical Address Website Address Phone Number | Position Seeking | Results (Ex. Not Hiring, Submitted Application, Interview, Second Interview, Submitted Resume) |
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***Attach a copy of confirmation email or confirmation number for any online contacts.**

NWA Work Search Record Cont.

Tenant Name: _____

| Week # | Beginning Sunday | | | and Ending Saturday | |
|-----------------|-------------------|---|--|---------------------|--|
| Date of Contact | Company Contacted | Contact Method In person (I) Telephone (T) Fax (F) *Email (E) *Online(O) | Provide one (1) of the following: Physical Address Website Address Phone Number | Position Seeking | Results (Ex. Not Hiring, Submitted Application, Interview, Second Interview, Submitted Resume) |
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***Attach a copy of confirmation email or confirmation number for any online contacts.**

I do solemnly affirm under penalty of perjury, that I am the person named herein, and that the information that I have provided, including proof of identification and the work search record, is true, correct, and complete to the best of my knowledge. I further understand that there are severe criminal and civil penalties for providing false statements and/or willfully misrepresenting any information to receive the child care deduction, and that any information I have provided is subject to verification.

Tenant's Signature

Date