



# North Central Connecticut Works JFES

## *Individualized Structured Job Search Agreement*

Date \_\_\_\_\_ Customer Name \_\_\_\_\_ Client ID \_\_\_\_\_

Job Developer \_\_\_\_\_ Phone \_\_\_\_\_

Welcome to Individualized Structured Job Search (ISJS). You are required to participate in this activity and work on job search activities for \_\_\_\_\_ hours per week. This includes attending appointments, workshops, utilizing the Career Center and making job efforts.

You must provide weekly written documentation of your efforts to find work. All efforts should be recorded on your Daily Job Search Log. It is mandatory that you keep all of your appointments and attend assigned workshops. If you do not keep your appointments or attend assigned workshops, a referral for sanction may be submitted and your Temporary Family Assistance (TFA) cash or food stamp benefits may be affected.

### *Customer Agreement with Job Developer*

- ✓ I have been referred to \_\_\_\_\_ for assistance in finding employment.
- ✓ If I am unable to attend an appointment, I will call \_\_\_\_\_ staff to reschedule my appointment immediately.
- ✓ I am responsible for reporting any employment to \_\_\_\_\_ staff immediately.
- ✓ I am responsible for working on job search activities for \_\_\_\_\_ hours per week.
- ✓ I will submit a daily job search log to \_\_\_\_\_ staff.
- ✓ I understand that if I do not comply with this plan, a referral for sanction may be submitted and my Temporary Family Assistance (TFA) cash or food stamp benefits may be affected.
- ✓ Upon request, I will be responsible for providing \_\_\_\_\_ staff with pay stubs.
- ✓ I understand that \_\_\_\_\_ may contact employers for employment related information.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date