

JSJR Time Sheet for Job Search (off site)

Client

Name: _____

(Separate comment sheet to be used)

MCI: _____

Date	Employer Name and Address	Type of Application (on site, telephone or e-mail, Internet, other (explain))	Start Time	End Time	Total Minutes	Reasonable (Yes/No) – Completed by staff
12/23/2012	OA Newton and Son (Bridgeville)	On site	8:00	8:43	39	Yes
12/23/2012	Marshalls (Rehoboth)	On site	8:43	11:45	45	Yes
12/23/2012	Wendys (Rehoboth)	On site	11:45	12:23	33	Yes
12/23/2012	Truitt Sign (Georgetown)	Internet	1:30	1:45	15	Yes
12/23/2012	Beebe Hospital (Lewes)	On site	1:45	4:45	180	No
	Total (to be completed by staff)		n/a	n/a	n/a	132

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Travel Time - Time spent driving or traveling between multiple job interviews during the same day will be included in that day's total job search/job readiness hours. Time spent traveling will be notated on the time sheet and job log by the client. The vendor will ensure that the travel time documented is reasonable and will only count the time which would be considered reasonable to reach a destination based on mode of travel and distance traveled. The time spent traveling to the first job interview unless leaving an EC or a KAJ site will not be counted as job search/job readiness hours.

Travel Time includes all modes of transportation.