

Crawford County Job and Family Services

Income Maintenance*Workforce Development*Child Support Enforcement*Children Services

CHILD SUPPORT

225 East Mary Street

Bucyrus, Ohio 44820

Tel 419-562-0773, Toll Free 800-761-0773

Fax 419-562-2018

JOB AND FAMILY SERVICES

224 Norton Way

Bucyrus, Ohio 44820

419-562-0015

CONFIRMATION OF SEEKING EMPLOYMENT

You have been ordered by the Court of Common Pleas of Crawford County to seek employment to satisfy your Court Order. You are required to apply for employment at no less than **1 employer per day** and present proof thereof to the Crawford County Child Support Enforcement Agency. This form is to be used as proof of the places where you have applied for employment, and **IT MUST BE SIGNED BY THE COMPANY REPRESENTATIVE WITH WHOM YOU SPOKE AT EACH BUSINESS.** Should you have any questions, call this agency at the above phone number. **We may call the persons listed on this form to confirm information given.**

Your Name: _____

SETS case number: _____

Your Address: _____

Your Phone Number: _____

Social Security Number: _____

SIGNATURE OF
PERSON CONTACTED
(SIGN ONLY IF JOB
(APPLICATION
WAS COMPLETE)

TELEPHONE
NUMBER

DATE	COMPANY NAME	ADDRESS	SIGNATURE OF PERSON CONTACTED (SIGN ONLY IF JOB (APPLICATION WAS COMPLETE)	TELEPHONE NUMBER
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____
17. _____	_____	_____	_____	_____
18. _____	_____	_____	_____	_____
19. _____	_____	_____	_____	_____
20. _____	_____	_____	_____	_____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

You must return a completed seek work form to the Crawford County C.S.E.A. in person during any month that you are not meeting your full obligation. **FAILURE TO COOPERATE WITH THE JOBS SERVICES COUNSELOR WILL RESULT IN FURTHER LEGAL ACTION.**

I contacted the above-listed employers during the last month.

Received at the Child Support Enforcement Agency by:

Name Signature Date

Name Date

Crawford County Court Order Seek Work Instructions

- Make sure your name, social security number, & SETS case number (10-digit number starting with 7) are correct and completed at the top of form, along with your phone number & complete address.
- *Date:* this is the date application handed to employer
- *Company Name:* company applied to
- *Address:* company’s street number, street name, and city
- *Signature of Person Contacted:* the person who you give the application to is to sign here. Person should **only be signed if an application is completed.** If the company is not taking applications, this line will **not** count. If you do **online applications**, you still need to complete a line on the Seek Work sheet and **print out the confirmation page** (the confirmation page typically says “Thank you for the application” at the end of the application process, or the company may send a confirmation email.) When mailing/faxing a **resume:** take the job advertisement, resume, and addressed envelope, if applicable, to your local Ohio Means Jobs. They will sign your Seek Work form and send the resume for you. If you complete an application(s) **at Ohio Means Jobs:** ask the worker to sign the Seek Work form.
- *Telephone number:* must have area code + number.
- *You must sign & date form (see above) when you turn it in.*
- Seek Work forms are to be completed in black/blue ink (no pencil or colored ink)
- Applications to the same company cannot be repeated for 3 months.

Seek Work forms are to be in our office on or before the last working day of the month that you have not met the total monthly obligation. Forms may be brought into our office, faxed to 419-562-2018, or mailed in, but must be received by the last working day of month.

If you have questions, please contact our office at 419-562-0773 or 1-800-761-0773