



Individualized Structured Job Search Plan

Date _____ Customer Name _____

Job Developer Name _____ Phone _____

Welcome to the Individualized Structured Job Search (ISJS) session. 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 Weekly 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, your Temporary Family Assistance (TFA) cash or food stamp benefits may be affected.

Customer Agreement with Job Developer

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

Customer Signature

Date

Job Developer Signature

Date