



CLAIMANT'S RECORD OF INDEPENDENT JOB SEARCH EFFORTS

Last Name: _____ First Name: _____ MI: _____ WCB Case #: _____

For the Period: _____ to: _____

Use this form to record all of your independent job search efforts. In the space provided above you should indicate the period of time covered by this form. Use additional sheets as needed. You may be asked to present documentation to support your work search efforts at a hearing. Attach copies of resumes, inquiry letters, email communications and applications completed in connection with these job search efforts.

* Method of Contact: P for in person; T for telephone; M for mail; or O for online or email.

Date of Contact (mm/dd/yyyy): _____ Method of Contact*: _____ Position Applied For: _____

Employer Name: _____

Mailing Address: _____

Name and Title of Person Contacted: _____ Daytime Phone #: _____

Employer Website: _____ Confirmation #: _____

Result:

Date of Contact (mm/dd/yyyy): _____ Method of Contact*: _____ Position Applied For: _____

Employer Name: _____

Mailing Address: _____

Name and Title of Person Contacted: _____ Daytime Phone #: _____

Employer Website: _____ Confirmation #: _____

Result:

Date of Contact (mm/dd/yyyy): _____ Method of Contact*: _____ Position Applied For: _____

Employer Name: _____

Mailing Address: _____

Name and Title of Person Contacted: _____ Daytime Phone #: _____

Employer Website: _____ Confirmation #: _____

Result:

Date of Contact (mm/dd/yyyy): _____ Method of Contact*: _____ Position Applied For: _____

Employer Name: _____

Mailing Address: _____

Name and Title of Person Contacted: _____ Daytime Phone #: _____

Employer Website: _____ Confirmation #: _____

Result:

Independent Job Search Efforts (Form C-258.1)

Use this form to record independent job search efforts.

Vocational Rehabilitation Counselors at the Workers' Compensation Board are available to help you complete this form and may be able to assist you with your job search efforts. Call **(877) 632-4996** and ask to speak with a Vocational Rehabilitation Counselor.

Benefits may be suspended if the Board issues a decision finding that your efforts were not sufficient.

This document will be considered evidence by the NYS Workers' Compensation Board, therefore you should consult with an attorney or licensed representative before completing this form and before submitting it to the Board.

This form and all documents supporting your job search efforts must be submitted to the Board in advance of your hearing, or brought with you on the date of your hearing and will be collected by the WC Law Judge.

Documents submitted in advance of your hearing should be:

- mailed at least six days prior to the date of your hearing to PO Box 5205, Binghamton, NY 13902-5205; or
- faxed (877-533-0337) or emailed (wcbclaimsfilling@wcb.ny.gov) at least three business days before your hearing

Write your name and WCB Case # at the top of every page for all attachments. Provide the dates that this job search covers.

Independent Job Search

If you conducted an independent job search complete Form C-258.1 to record your job search efforts. Be sure to complete all fields in order to show that your job search is timely, diligent and persistent. Use additional sheets as needed to record your job search efforts.

Date of contact - provide the date that you applied for a job, whether it was in person, by telephone, mail or online.

Method of contact - use **P** for in person; **T** for telephone; **M** for mail; or **O** for online or email.

Employer name - provide the full name of the employer.

Name and title of person contacted - provide the name, title and phone number of the person you contacted.

- a. If you visited the employer in person or sent a letter or resume by a postal service, provide the mailing address including the city, state and zip code.
- b. If you conducted your job search on a computer, or sent an email, provide the employer website URL (e.g., www.wcb.ny.gov) or email address. If you received a confirmation by email or a reference number from the employer, make a note of the confirmation or reference number. You can also print copies of any emails or reference numbers and attach them to Form C-258.1.

Result - provide a brief description of what happened as a result of your contact.

Note: If you submit an online or email a job application, print a copy of the page or email and attach it to Form C-258.1. Also include any confirmation emails received from the employer.

Bring copies of all C-258 and C-258.1 forms and documents supporting your job search efforts to every hearing before the Workers' Compensation Board. If only submitting a record of an independent job search, you may use Form C-258.1 without also filling out Form C-258.