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| **Job Seeker Name:** | | Click here to enter your name | | **JSID:** | Click here to enter your Job Seeker ID number | | **Job Search Dates:** | | From to | Select date from dropdown  Select date from dropdown | | |
| **Job #** | **Business Name** | | **Business Contact Details** | | | **Job Title** | | **How did you  find the job?** | | | **Method of contact** | **Date of contact** |
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| **How to fill out and submit this form:**  You can complete this form in Word, then save it and send it via email as an attachment to the appropriate email address (jobactive or DES – see listed right). Or, you can fill it out in pen by hand, then hand a copy to atWork Australia, or scan the page and send it via email as an attachment. | | | | | | | **Email addresses to send your completed form to:**  **jobactive:** [contact@atworkaustralia.com.au](mailto:contact@atworkaustralia.com.au?subject=Job%20Search%20Record%20Form:%20jobactive)  **Disability Employment Services:** [contactdes@atworkaustralia.com.au](mailto:contactdes@atworkaustralia.com.au?subject=Job%20Search%20Record%20Form:%20DES) | | | | | |