



Jurisdiction Claim Number (JCN)  
VA0000EXAMPLE

Claim Administrator Number  
EXAMPLE

### Injured Worker Information

Name YOUR NAME HERE	Date of Injury/Occupational Disease MONTH/DAY/YEAR OF INJURY
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Address YOUR ADDRESS	City	State	Zip Code
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### Marketing/Job Search Log

Date 7/1/18	Name of Company: ABC INC. Job Title: CUSTOMER SERVICE Address: 123 ABC STREET, CITY, STATE, ZIPCODE Contact Method: <input checked="" type="checkbox"/> In Person <input type="checkbox"/> Internet <input type="checkbox"/> Phone	Name of Contact: JANE SMITH Were there any openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Outcome: NOT HIRING
Date 7/2/18	Name of Company: JEFF'S TOWING Job Title: DRIVER Address: 858 E STREET, CITY, STATE, ZIPCODE Contact Method: <input type="checkbox"/> In Person <input type="checkbox"/> Internet <input checked="" type="checkbox"/> Phone	Name of Contact: MARTIN SHORT Were there any openings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Outcome: SCHEDULED INTERVIEW
Date	Name of Company: WAL-MART Job Title: CASHIER Address: 800 SOUTH STREET, CITY STATE, ZIPCODE Contact Method: <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Phone	Name of Contact: JOHN BROWN Were there any openings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Outcome: SCHEDULED INTERVIEW
Date	Name of Company: STARBUCKS Job Title: BARRISTA Address: 321 SESAME STREET, CITY, STATE, ZIPCODE Contact Method: <input checked="" type="checkbox"/> In Person <input type="checkbox"/> Internet <input type="checkbox"/> Phone	Name of Contact: ANTHONY WILLIAMS Were there any openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Outcome: HOT HIRING
Date	Name of Company: CITY SCHOOL SYSTEM Job Title: LUNCH ROOM AIDE Address: Contact Method: <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Phone	Name of Contact: HELEN JONS Were there any openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Outcome: NOT HIRING

Please attach printouts reflecting the submission of any applications via Internet and any correspondence received in response to your applications.



**Good Faith Search for Work**

An injured worker who is partially disabled (unable to perform his or her or her regular job, but able to perform light duty work) is **required** to seek light duty work in good faith in order to receive disability benefits if he or she is not on an open award.



**Factors the Commission Considers**

In deciding whether a partially disabled injured worker has made a reasonable effort to find suitable light duty employment, the Commission considers such factors as:

- (1) the nature and extent of the disability;
- (2) the injured worker's training, age, experience and education;
- (3) the nature and extent of the job search;
- (4) the availability of jobs in the area suitable for the injured worker considering his or her disability;
- (5) any other matter affecting the injured worker's capacity to find suitable work.



**Evidence of Reasonable Effort**

It is presumed that in most cases the claimant made a reasonable effort to market residual work capacity when he or she:

- (1) registered with the Virginia Employment Commission within a reasonable time after being released to return to work and;
- (2) directly contacted at least five (5) potential employers per week where the injured worker has reasonable basis to believe that there might be a job available that he or she might be able to perform\* and;
- (3) if appropriate, contacted the pre-injury employer for light duty work.

\*It is not necessary to prescreen or know for certain of the availability of a suitable job.



**Keep a Job Search Record**

Information provided by the injured worker about job contacts should be supported by facts, preferably in writing, about the names of the employers contacted; where the employers are located; the date(s) the contact was made; whether the contact was in person, by phone or via internet; and the result of the contact. Please attach printouts reflecting the submission of any applications via Internet and any correspondence received in response to your application.



**Pre-injury Skills or Experience**

Where an injured worker has particular job skills or training, he or she may focus the search on jobs in that field if there are jobs in that field that the injured worker can reasonably perform. However, if within a reasonable amount of time the search is not successful, the injured worker must broaden the search beyond that field.



**Method of Contacting Employers**

Employer contacts should be conducted in a manner reasonably suited to the position sought, which in some cases may be personal visits. In other cases, contacts may be by phone, internet, mail, or through employment agents such as union hiring halls.



**Attempt to Maximize Earnings**

If the injured worker locates and accepts a job that pays substantially less than his or her or her pre-injury job, the injured worker should continue looking for a higher paying job.