

# STATE OF MAINE OFFICIAL NOTICE OF LAYOFF

Name of Employee		Agency		Unit/Division	
Social Security Number		Class Code		Class Title	
Seniority Date		Bargaining Unit		Effective Date of Layoff	
Home Address		Home Telephone			
Street		City		State	
Zip Code					
Were Bumping Rights Exercised? Yes <input type="checkbox"/> No <input type="checkbox"/>		Class Bumping Into		Unit/Division Bumping Into	
Signature of Employee				Date	
Signature of Appointing Authority				Date	
Previously Held Classes					
1. _____		3. _____			
2. _____		4. _____			

	F	P	T	S		F	P	T	S		F	P	T	S
0 All Counties					<b>21 HANCOCK County</b>					<b>42 PISCATAQUIS County</b>				
<b>1 ANDROSCOGGIN County</b>					22 Bar Harbor					43 Dover - Foxcroft				
2 Lewiston					23 Bucksport					44 Greenville				
3 Livermore					24 Ellsworth					<b>45 SAGADAHOC County</b>				
<b>4 AROOSTOOK County</b>					<b>25 KENNEBEC County</b>					46 Bath				
5 Ashland					26 Augusta					<b>48 SOMERSET County</b>				
6 Caribou					27 Augusta - AMHI					49 Skowhegan				
7 Fort Kent					28 Waterville					<b>50 WALDO County</b>				
8 Houlton					<b>29 KNOX County</b>					51 Belfast				
9 Madawaska					30 Rockland					<b>52 WASHINGTON County</b>				
10 Presque Isle					31 Thomaston					53 Bucks Harbor DCF				
11 Van Buren					<b>32 LINCOLN County</b>					54 Calais				
<b>12 CUMBERLAND County</b>					33 Boothbay					55 Eastport				
13 Portland					<b>34 OXFORD County</b>					56 Machias				
14 Brunswick					35 Norway					<b>57 YORK County</b>				
15 Baxter School					36 Rumford					58 Biddeford				
16 South Portland					<b>37 PENOBSHOT County</b>					59 Kittery				
17 Windham - MCC					38 Bangor					60 Saco				
<b>18 FRANKLIN County</b>					39 Bangor - BMHI					61 Sanford				
19 Farmington					40 Charleston									
20 Rangeley					41 Millinocket									

### WORK LOCATION DESIGNATION

(To be completed by employee)

The geographic location above is to designate where and under what conditions you will accept work. Before completing this section, consider where you might like to live (urban or rural); availability of housing suitable to you; cost in relation (buying or selling a home, obtaining a new apartment); or commuting costs (fuel, wear and tear on a car, etc.) AFTER CONSIDERING THESE THINGS, DESIGNATE ALL THE AREAS IN WHICH YOU WOULD TRULY ACCEPT EMPLOYMENT. If your plans or situation change, you can always update this information by contacting the Certification Supervisor. If you are referred to a vacancy and do not report for the interview, your name will be removed from the eligible register.

### CONDITIONS OF WORK

**F = FULL-TIME:** If you designate Full-time, we will refer you to vacancies which require 40 hours per week. Specific positions may require shift, weekend, overtime, callout, standby or non-standard duty hours.

**P = PART-TIME:** If you designate Part-time, we will refer you to vacancies which require less than 40 hours per week. If you wish to be considered for Job Sharing, also check this box.

**T = TEMPORARY:** If you designate Temporary, we will refer you to vacancies which normally are of less than 6 months duration. This includes Acting Capacity assignments.

**S = SEASONAL:** If you designate Seasonal, we will refer you to vacancies in Seasonal positions as required by the work (recreational, agricultural, tax processing, etc.).