MAINE DEPARTMENT OF LABOR

Bureau of Unemployment Compensation

Telephone: 1-800-593-7660 TTY Users Call Maine Relay 711

**NOTICE OF ATTEMPTED RECALL OR JOB REFUSAL**

|  |  |
| --- | --- |
| Individual’s Name, Address, and Social Security No. | Rule 2.7(F) states “Whenever an employing unit offers employment to an individual and such offer is refused, or when an employer is unable to contact a former employee at last known or given address for purpose of recall to suitable employment, the employing unit shall immediately notify the administrative office of the bureau as to the details of the offer and refusal or attempted recall.” |

Check one block and enter specific information below:

**[ ] The individual named above has been offered employment by this firm and the offer was refused.**

**[ ] We have been unable to contact the above named former employee at last known or given address for purpose of recall to employment.**

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1. Date offer or attempted recall was made

2. Job title of employment

3. Date individual was to start work / job

4. Location of the job

5. Expected duration of work

6. Rate of pay for work

7. Offer for work was for full or part time? [ ] Full time [ ] Part time

8. Reasons for refusal were

9. Method of offer, i.e., letter, phone, etc.

10. Comments

|  |  |
| --- | --- |
| Employer’s Name | Phone No. |
| By | Title | Date |

***Please mail or fax this form to the Unemployment Claim Center closest to you.***

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| **Unemployment Claim Center Mailing Addresses / Fax Numbers** |

|  |  |  |
| --- | --- | --- |
| 97 State House StationAugusta, ME 04333-0097Fax No. (207) 287-5905 | 45 Oak StreetBangor, ME 04401Fax No. (207) 561-4665 | 66 Spruce Street, Suite 2Presque Isle, ME 04769Fax No. (207) 764-2142 |

Me. B-12 (rev. 12/2018)