

Employment questionnaire

In order for us to assess your case and eligibility for access to 30 minutes of free employment law advice please complete and **SAVE** this form and email it to **CLSEmployment@coop.co.uk**. We'll respond within 48 hours (2 business days).

Information about you



Name:

Telephone/mobile number:

Date of birth:

Email address:

Address:

Contact preferences:

Time of day:

Telephone

Morning

Email

Afternoon

Employment details



Name of employer:

Job role:

Workplace address:

Annual salary:

Weekly working hours:

Are you:

An employee

Self-employed

Consultant

Other - provide details below

Notice period:

Date of incident being complained of:

Or

Date of last incident in the series:

Employment start date:

Employment end date (if appropriate):

NOTE: Usually tribunal claims must be lodged within 3 months less one day of the incident, or the last incident in the series.

Employment advice



Settlement offer

Has your employer made you an offer to settle?

Yes No

Dismissal

Do you believe you have been unfairly dismissed?

Yes No

If so, select the reason for your dismissal (you can select more than one):

- Misconduct
- Long-term absence
- Performance
- Redundancy
- Trade union activities
- Health & safety
- Constructive dismissal
- Other - provide details below

Discrimination

Do you believe you have been subject to discrimination?

Yes No

In order to pursue a claim for discrimination it must relate to one of the protected characteristics.

Please select from the following (you can select more than one):

- Disability
- Race
- Religion
- Gender
- Sexual orientation
- Age
- Pregnancy / maternity
- Marriage and civil partnership
- Gender reassignment
- Equal pay
- Other - provide details below

Disability

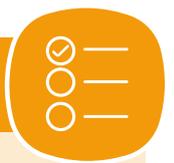
If your claim is for disability, what is the nature of the condition?

How long have you suffered from the condition?

What effect does your condition have on day-to-day activities?

Date of clinical diagnosis:

Other relevant issues



Please select from the list any other issues relevant to your case (you can select more than one):

- Breach of contract
- Unlawful deductions from wages
- Breach of TUPE Regulations
- Working Time Regulations
- Detriment due to trade union activities
- Victimisation
- Other - provide details below

Details about your complaint(s)



Please provide brief details of your complaint, in date order, specifying what happened, where, when and whether there were any witnesses.

What was the outcome?

Have you commenced early conciliation with ACAS?

Yes No

If yes, what was the date?

Has early conciliation ended?

Yes No

If yes, what was the date?

Have you lodged a tribunal claim?

Yes No

If yes, what was the date?

What is the current state of the claim?

Have you lodged a grievance?

Yes No

If yes, what was the date?

What was the outcome?

Have you lodged an appeal?

Yes No

If yes, what was the date?

Funding options



There are several funding options available, depending on your circumstances. Please select which of these options you'd like to discuss.

Fixed fees: where we agree to carry out specific work for a fixed fee

Legal expenses insurance: some insurance policies include legal expenses cover; we can help you to find out whether this is available

Trade union: if you're a member of a trade union, they may cover the cost of your case

Hourly rate: our hourly rates range between £178-£261 (inc VAT)

"No win, no fee" or damages-based agreement: we would assess your case to determine whether we could act on this basis

Employer contribution: in some cases, such as settlement agreements, employers often contribute to legal costs

If you have any supporting documents, for example a dismissal letter, grievance or appeal outcome letter, please send them along with this form to CLSEmployment@coop.co.uk

Please confirm that you have read the terms and conditions on our website www.co-oplegalservices.co.uk/terms30min

NOTE: If you've not heard from us within 2 business days, it means that we're unfortunately unable to offer this service due to a high volume of enquiries and your details will be removed from our records.



It's what we do