

**This booklet contains
a form to make a claim to
an Employment Tribunal.**

Making a claim to an Employment Tribunal



**Awarded for excellence
to the Operations Directorate**

Employment Tribunals

This booklet is also available in the following languages: **Bengali, Hindi, Gujarati, Urdu, Punjabi, Cantonese, Gaelic and Welsh**. For a copy please telephone the Customer Services Team on: **0161 833 6314**.

Please note this booklet is for information only.

এই পুস্তিকাটি বাংলা ভাষায়ও পাওয়া যাবে। এটির একটি কপির জন্য অনুগ্রহ করে কাস্টমার সার্ভিসেস টিমকে 0161 833 6314 নাম্বারে ফোন করুন। অনুগ্রহ করে জেনে রাখুন যে, এই পুস্তিকাটি শুধুমাত্র তথ্য প্রদানের উদ্দেশ্যে প্রকাশ করা হয়েছে।

यह पुस्तिका (booklet) हिन्दी में भी उपलब्ध है। इसकी कॉपी के लिए कृपया कस्टमर सर्विस टीम (Customer Services Team) को 0161 833 6314 पर फोन करें। कृपया ध्यान दें कि यह पुस्तिका (booklet) सिर्फ सूचना के लिए है।

આ પુસ્તિકા ગુજરાતીમાં પણ મળી શકે છે. નકલ મેળવવા માટે, કૃપા કરીને કસ્ટમર સર્વિસીસ ટીમને 0161 833 6314 ઉપર ફોન કરો. કૃપા કરીને એ નોંધ કરો કે આ પુસ્તિકા ફક્ત માર્ગદર્શન માટે જ છે.

یہ کتابچہ اردو میں بھی دستیاب ہے۔ اس کی کاپی حاصل کرنے کے لیے برائے مہربانی کسٹمر سروسز ٹیم کو 0161 833 6314 پر فون کریں۔ یاد رکھیں کہ یہ کتابچہ صرف معلومات کے لیے ہے۔

ਇਹ ਕਿਤਾਬਚਾ ਪੰਜਾਬੀ ਦੇ ਵਿਚ ਵੀ ਉਪਲੱਬਧ ਹੈ। ਇਸ ਦੀ ਨਕਲ ਵਾਸਤੇ ਸਾਡੀ ਕਸਟਮਰ ਸਰਵਿਸ ਟੀਮ ਨਾਲ 0161 833 6314 ਤੇ ਸੰਪਰਕ ਕਰੋ। ਧਿਆਨ ਰਹੇ ਕੇ ਇਹ ਕਿਤਾਬਚਾ ਸਿਰਫ ਜਾਣਕਾਰੀ ਵਾਸਤੇ ਹੈ।

本小冊子也備有中文繁體字版本；請打電話到顧客服務部索取，電話號碼：0161 833 6314。請留意，本小冊子純粹為提供資料之用而已。

Tha an leabhran seo ri 'fhaighinn sa Ghàidhlig cuideachd. Cuiribh fòn gu Sgioba Seirbheisean nan Custamairean aig 0161 833 6314 airson lethbhrìc. Thoiribh an aire gu bheil an leabhran seo airson fiosrachaidh a-mhàin.

Mae'r llyfryn hwn ar gael yn Gymraeg hefyd. Os hoffech gopi ohono, ffoniwch y Tîm Gwasanaeth i Gwsmeriaid ar **0161 833 6314**.

Nodwch mai er gwybodaeth yn unig y caiff y llyfryn hwn ei ddarparu.

Please read this booklet if you are considering making a claim to an Employment Tribunal. It gives information about what you must do before you make a claim, and gives guidance on filling in the form and sending it to a tribunal office.

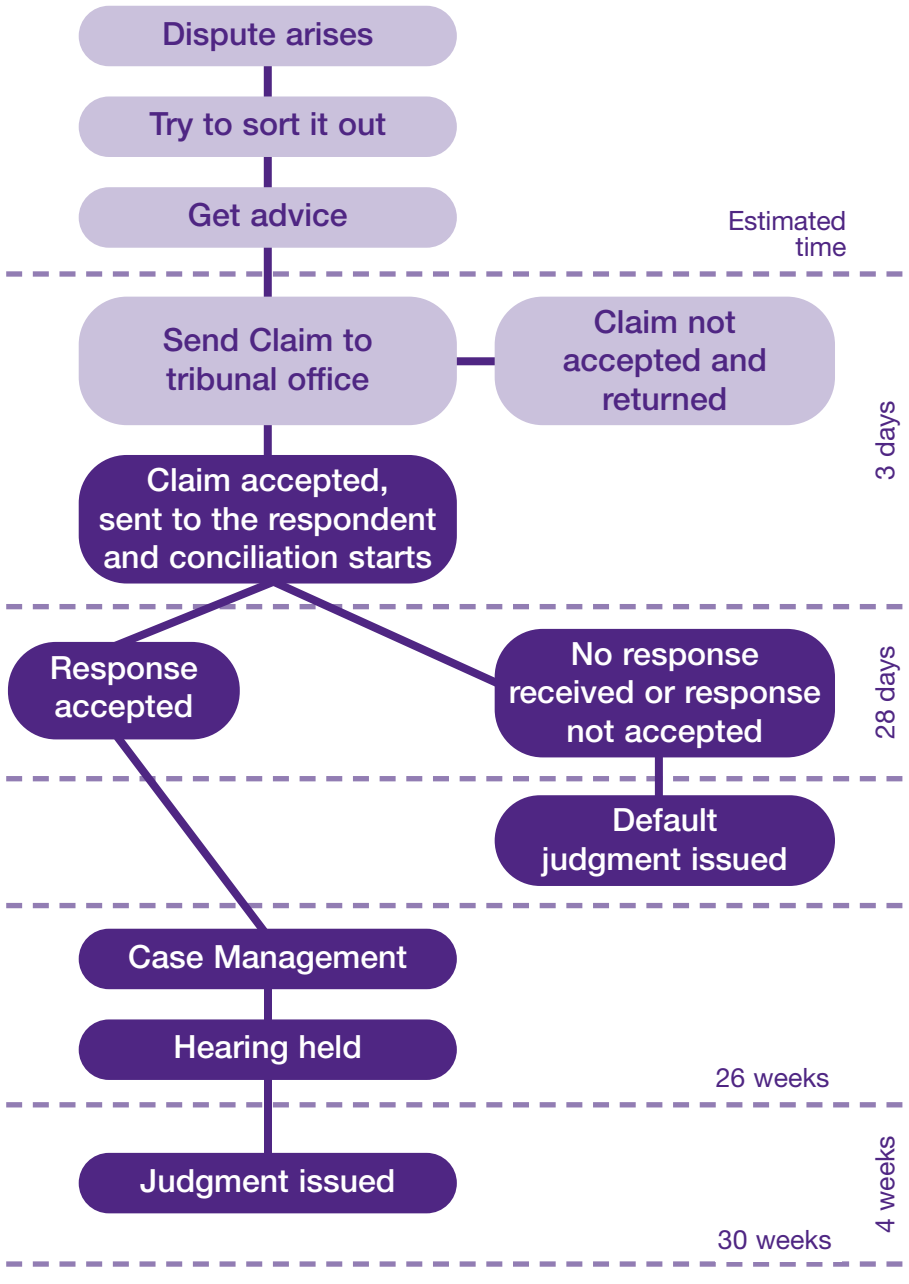
You will find the form for making your claim at the back of this booklet. Or, you can make your claim through the Employment Tribunals website at **www.employmenttribunals.gov.uk**.

This booklet is also available in Braille, as an audio tape, in large print or on disc. The form for making your claim is also available in large print.

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Claim process summary



What do Employment Tribunals do?

Employment Tribunals hear cases and make decisions on matters to do with employment such as unfair dismissal, redundancy payments, discrimination and a range of claims relating to wages and other payments. Although an Employment Tribunal is not as formal as a court it must comply with rules of procedure and act independently.

You can get a full list of the complaints Employment Tribunals deal with, called a jurisdiction list, from your local tribunal office, the Employment Tribunals Public Enquiry Line or from the Employment Tribunals website at www.employmenttribunals.gov.uk.

If you are not sure that an Employment Tribunal can deal with your complaint, the Public Enquiry Line (see below) or Acas will be able to help.

Further information

Staff at the Employment Tribunals Public Enquiry Line can answer general enquiries, give information about tribunal publications and explain how the tribunal system works. They may be able to help you fill in the form **but they cannot give legal advice**, such as advising

you whether your claim is likely to be successful. The enquiry line number is: **0845 795 9775**, textphone/minicom: **08457 573 722**.

All calls are charged at local rate.

Further help and advice

You do not have to take advice before you make a claim to an Employment Tribunal. However, you may feel it is helpful to do so – particularly, for example, if your claim involves discrimination.

You can get information on your rights from Acas (Advisory, Conciliation and Arbitration Service) on **08457 474747** www.acas.org.uk

You can get more help and advice from:

- a trade union, if you are a member;
- free advice services such as a law centre or a citizens advice bureau. The website address for Citizens Advice is www.citizensadvice.org.uk
- solicitors and other professional advisers. Solicitors' firms and advice agencies paid for by the Community Legal Service (**0845 345 4345**) or, in Scotland, under the legal aid scheme, may be able to help you prepare your case.

If your claim involves **discrimination**, depending on

the nature of the discrimination, the relevant commission may be able to help.

- **Sex discrimination**
Equal Opportunities Commission (0845 601 5901)
- **Race discrimination**
Commission for Racial Equality (0207 939 0000)
- **Disability discrimination**
Disability Rights Commission (08457 622 633).

If you are applying for a **redundancy payment**, there are specific time limits which are complicated. You can get help from the Redundancy Payment Helpline on **0845 145 0004**.

If your complaint is about not receiving the **national minimum wage**, you can get help from the National Minimum Wage helpline on **0845 600 0678**.

Information needed before a claim can be accepted

Your claim cannot be accepted unless it meets certain conditions. It must be on an approved form provided by Employment Tribunals. By law, you must tell us:

- your name and address;
- the name and address of the respondent or respondents (the person or organisation against

whom you are making a claim);

- the details of your complaint; and
- whether or not you are or were an employee of the respondent (see following paragraph).

If you are, or were, an employee of the respondent

You will need to tell us whether or not your claim relates to your dismissal. If your claim or part of it does not relate to dismissal, you must also tell us:

- whether you have raised your complaint in writing with the respondent; and
- whether you have waited 28 days before presenting your claim to a tribunal office.

You must give a valid reason if you have not written to your respondent and waited 28 days for a reply. A full list of possible reasons, along with detailed guidance, is given in the DTI booklet 'Resolving disputes at work; a guide for employees' which is available from the DTI website at **www.dti.gov.uk** or you may want to get advice from one of the organisations listed above.

How soon must I make my claim to an Employment Tribunal?

Most claims to Employment Tribunals

must be made within very strict time limits. In most cases the tribunal must receive your claim within three months. This three months begins with the date your employment ended or when the matter you are complaining about happened. This means that if it happened on 1 March, the tribunal must receive your claim on or before 31 May. If it happened on 5 March, the tribunal must receive your claim on or before 4 June.

In certain circumstances, for example, when you raise a grievance in writing to your employer within the original time limit, these limits will be extended by three months in most cases to six months. Again, you may feel you need advice. The circumstances in which time limits will be extended are set out in the DTI booklet 'Resolving disputes at work; a guide for employees' which is available from the DTI website at www.dti.gov.uk

If we receive your claim outside the time limit, the tribunal will only be able to consider it in a narrow range of circumstances. For example, you may have been in hospital for the period when you should have made your claim.

If you send your claim to us before the dismissal or grievance procedures are completed and your case reaches a hearing, the tribunal may reduce any compensation awarded to you if it believes that it was your fault that the procedures were not completed.

Unfair dismissal

In general to claim unfair dismissal you must have worked continuously for the respondent for not less than one year. However, in certain circumstances in which unfair dismissal is claimed it may not be necessary to have worked for the respondent for one year, for example, where the dismissal is connected to:

- Being involved with a union.
- Joining a union or choosing not to join one.
- Being involved in Health and safety activities either as an employer's health and safety 'officer' or a worker's representative.
- Taking part in activities as a pension scheme trustee.
- Being, or proposing to become, an 'employee representative'.
- Being a shop worker or a betting worker who refuses to work on a Sunday.
- Using certain rights covered by the Working Time Regulations.

Interim relief

If you believe you have been unfairly dismissed for one of the reasons listed below you can make an application to a Tribunal for 'interim relief'.

- For making a protected disclosure within the meaning of the Public Interest Disclosure Act 1998 (whistleblowing)

- For carrying out or proposing to carry out activities in connection with preventing or reducing risks to health and safety at work where you have been given responsibility (“designated”) to carry out activities of this kind by your employer
- For seeking to exercise the right to be accompanied at (or to accompany someone else to) a disciplinary or grievance hearing
- For acting as a workers’ representative
 - in the role of safety representative or as a member of a safety committee where your dismissal is for a reason connected to that role;
 - in relation to the Working Time Regulations where your dismissal is for a reason connected to that role;
 - in the role of an employee-trustee of an occupational pension scheme where your dismissal is for a reason connected to that role;
 - for the purpose of consultation about redundancies or the transfer of an undertaking where your dismissal is for a reason connected to that role
- For trade union related reasons
 - dismissal for reasons related to trade union membership or non-membership or trade union activity
 - dismissal resulting from obstruction or promotion of official recognition of a trade union
- From 1 October 2006, for exercising or seeking to exercise the right to be accompanied to a meeting to discuss a request not to retire or that they accompanied or sought to accompany a fellow employee to such a meeting

If the tribunal grants your application for interim relief you will receive your salary or wages until the case is decided.

If you were dismissed for one of the above reasons and you want to make an application for interim relief you should get advice straight away as **the tribunal must receive your claim within seven days of your dismissal.**

Where to send your claim

Your claim will not be accepted by the tribunal office unless it is on an approved form provided by Employment Tribunals. It is therefore very important that you use our form. The form is available in the following formats:

- A paper copy which can be found at the back of this booklet and sent to the relevant office by post.
- An online or downloadable version which can be found on our website at www.employmenttribunals.gov.uk.

If you are using a paper copy of the form use the postcode for the place where you normally worked or where you applied to work to identify the tribunal office to which you should send your claim. (If you have never worked for the respondent, use the postcode for the place where the matter which you are complaining about happened). In Scotland, all claims are initially processed by the Glasgow tribunal office and you should send your claim to that office. However, you may take your claim to the Aberdeen, Dundee or Edinburgh office if that is more convenient and they will forward it for you. In England and Wales, please refer to the list on pages **18-20** and send or take your claim to the tribunal office listed against the postcode. For example PE10, 11 or 12 should go to the Nottingham office (the full address of each office is on the back cover of this booklet).

Sending your claim to the wrong office may cause a delay. If you don't know where to send it, or do not know the postcode for the place where you worked, call our public enquiry line on: **0845 795 9775**.

If you are submitting an online or downloadable pdf version of the form via our website it will be automatically sent to the correct office if you provide us with the correct postcode.

You should keep a copy of your claim form for your records. It is

your responsibility to ensure that the tribunal office receives your claim within the relevant time limit.

What happens when I send in my claim?

Your claim will not be accepted if:

- It is not on an approved form;
- You have not given all the required information; or
- If it applies to your claim, you have not raised your complaint with the respondent and waited 28 days.

If your claim is not accepted we will return your form to you with a letter telling you the reason why and what action you should take.

If your claim is accepted, we will send you a letter to confirm this together with a booklet which will tell you what the next steps are. At the same time we will send the respondent a copy of your claim form together with a form for their response.

Correspondence

In future correspondence we will refer to you as the '**claimant**' and to the person you are complaining against as the '**respondent**'.

We will send a copy of your claim form and any other documents or letters you send us to the respondent. We will send you

copies of all the documents the respondent sends to us. We will send you and the respondent any decision the tribunal makes.

You must let us know immediately if your contact details change.

If you have a representative (a person you ask to act on your behalf), we will send all correspondence about your case to them and not to you. You must pass any further requests for information through them and not straight to us.

Do I have to pay the respondent's costs?

Generally, no.

However, the tribunal can make an order for costs if it believes that you or your representative have behaved unreasonably in the way you have conducted your case or thinks that your claim was so weak that it should not have been brought.

Costs are known as expenses in Scotland.

Breach of contract claims

If you are making a claim for breach of contract you should be aware that Employment Tribunals can only award compensation up to the sum of £25,000. If the amount of compensation you are claiming for a breach of contract is more than

£25,000 you should pursue it through the High Court in England and Wales or the Sheriff Court or Court of Session in Scotland. You may wish to take legal advice.

Access to information

You can ask for any information held electronically about you by writing to:

Access Rights Unit
Department for Constitutional Affairs
5th Floor, 30 Millbank
London
SW1P 4XP

There may be a charge for responding to any requests for information.

Welsh Language Act

If you are making a claim in Wales you can ask that correspondence and phone calls are in Welsh. If both sides agree, the hearings may be carried out just in Welsh. If both English and Welsh are used at a hearing, we can provide translation facilities if you ask.

Filling in the form

We have designed these guidance notes to be as helpful as possible. However, they do not give a full statement of the law.

If you do not provide the information marked with an asterisk (*) your claim will not be accepted. If relevant to your claim you **must** also give the information marked with a dot (●).

1 Your details

1.1 Tick the relevant box to show whether you want to be referred to as Mr, Mrs, Miss or Ms. If none of these is correct, put your title in the space after 'Other'.

1.2* Give your first name or names.

1.3* Give your surname or family name in CAPITAL letters.

1.4 Give your date of birth in day/month/year format (for example 25/02/1965) and tick the relevant box to tell us whether you are male or female.

1.5* Give your full address, including house number, street, town or city, county and postcode.

1.6 Give us a phone number including the full dialling code **where we can contact you during normal working hours.**

1.7 Tick the relevant box to say

how you would prefer us to contact you in future and give us your e-mail address or fax number as appropriate. Please do not give an e-mail address **unless** you check your e-mails every day. Although we will usually try to use e-mail if you want us to, this may not always be possible as some documents need to be signed by a chairman.

2 Respondent's details

If your claim is accepted we will send a copy of your claim to the organisation you are complaining about (the respondent) so that they can prepare a response to your complaint. It is important that you tell us the correct identity of the respondent to avoid any delay in processing your claim. You should be able to identify this by looking at the letter that offered you your job, your contract of employment or your wage slip.

2.1* Give the name of your employer or the organisation you are complaining about. Please remember to include 'Ltd' or 'plc' if appropriate. Complaints are usually against a company, a business or an organisation, rather than an individual person. However, if you are claiming discrimination, you may be able to claim against both the organisation and the person (or

people) responsible for the acts of discrimination. If you do wish to complain about a person (or people) put the name of the organisation in this box and the name and address of the person (or people) in 2.4.

2.2* Give the respondent's full address, postcode and telephone number.

2.3 Give the full address and postcode of the place where you worked, or applied to work, if this is different from the respondent's address you gave at 2.2. Please say if you worked from home, as we will treat your home address and postcode as your workplace.

2.4● Complaints are usually against a company, a business or an organisation, rather than an individual person. However, if you are claiming discrimination, you may be able to claim against both the organisation and the person (or people) responsible for the acts of discrimination. If the organisation you are complaining about has transferred from one company to another, you may want to get advice on whether to name both organisations as respondents. Give the full names, addresses and postcodes of any further respondents here.

3 Action before making a claim

3.1* Please tick the appropriate box to say whether or not you are, or were, an employee of the respondent. In most cases, this should be a straightforward question to answer. However, in some cases, particularly where a "non-traditional" working arrangement is involved, it may raise complicated legal issues. An employee, for these purposes, is someone who works under a "contract of employment" - but bear in mind that a contract need not be in writing: it can be written, oral, implied by the parties' behaviour, or a combination of all three. If you are in any doubt about whether or not you are, or were, an employee of the respondent, you might want to get advice. If you are, or were, an employee, please now go straight to **section 3.3**.

3.2 Please answer this question only if you have said 'No', in answer to question 3.1, i.e that you are not, or were not, an employee of the respondent. Please tick the appropriate box to say whether or not you are, or were, a worker providing services to the respondent. A worker, for these purposes, is someone who is not working under a contract of employment but who has a contract with the respondent under which the worker agrees personally

to perform work for, or provide services to, the respondent. If you are, or were, a worker, please now go straight to **section 4**. If you are not, please now go straight to **section 6**.

3.3 ● If you were employed by the respondent, please tick the appropriate box to say whether or not your complaint, or part of your complaint, is about a dismissal. If your complaint, or part of your complaint, is about a constructive dismissal (that is when you resigned because of something your employer did or failed to do which made you feel you could no longer continue to work for them) then the following special instructions apply. Please tick the box here and the ‘Yes’ box in **3.4**. You must then, in a constructive dismissal case, go on to answer questions **3.5 to 3.7**.

3.4 ● If your claim relates to something in addition to dismissal (for example, you claim you are owed unpaid wages) you should answer ‘Yes’ here and answer questions 3.5 to 3.7 about the non-dismissal aspect of your claim. If your claim is only about a dismissal (**other than a constructive dismissal**), please answer ‘No’ here and now go straight to **section 4**.

3.5 ● Please tick the appropriate box to say whether or not you have raised your complaint with your employer in writing. If you have done so, please give the date on which it was sent in day/month/year

format (for example 25/10/2004). It would be helpful if you could attach a copy of the letter. If you have **not** raised your complaint in writing with your employer, please now go straight to **section 3.7**.

3.6 ● Please tick the appropriate box to say whether or not you have allowed at least 28 days from the date you put your complaint to your employer. If you have done so, please now go straight to **section 4**.

3.7 ● Please explain why you did not raise your complaint in writing with your employer or, if you did, why you did not allow at least 28 days before sending us your claim. You may wish to take advice. A full list of possible reasons, along with detailed guidance, is given in the DTI booklet ‘Resolving disputes at work; a guide for employees’ which is available from www.dti.gov.uk/

4 Employment details

4.1 If your complaint is against your employer or ex-employer, please give the date when your employment started and, if it applies, the date when it ended or will end. Use day/month/year format (for example 08/03/1995). Please tick the appropriate box to say whether or not your employment is continuing.

If you are not, or were not, an employee, but are, or were, a worker providing services to the

respondent, please answer this and the following questions as if “employment” referred to your working relationship with the respondent.

4.2 Please say what job you do or did for your employer and give your job title if you have or had one.

4.3 Please give the basic number of hours you work or worked each week – do not include overtime even if you work or worked it regularly.

4.4 Give details of your basic pay, before tax and any deductions and not including any overtime payments. Then give details of your normal take-home pay (in other words, after tax, National Insurance and any other deductions but including overtime, commissions and bonuses). Please tick the relevant box to show whether this is for an hour, a week, a month or a year.

4.5 If your employment has ended, please tick the appropriate box to say if you either worked or were paid for a period of notice. If so, please tell us how long you worked or were paid for.

5 Unfair dismissal or constructive dismissal

You only need to fill in this section if you are complaining about being **unfairly dismissed** by the respondent or if you have resigned because of something your employer did or failed to do which made you feel you could no longer continue to work for them (this is known as **constructive dismissal**).

5.1 ● Please use the box provided to explain why you think you were unfairly dismissed and give any other information you think would be helpful to us. If you disagree with the reason the respondent gave for dismissing you, please say what you think the reason was. You should describe the events which led up to your dismissal and describe how the dismissal took place, including dates, times and the people involved.

If you are claiming that the respondent’s actions led you to resign and leave your job, please explain in detail the circumstances surrounding this.

If there is not enough space for your answer, please continue on a separate sheet and attach it to this form.

5.2 Please tick the appropriate box to say whether or not you were in your employer’s pension scheme.

5.3 Give details of any other benefits you received from your employer. Examples might include a company car or medical insurance. Please describe what kind of benefit you received and give an idea of how much it was worth.

5.4 Please tick the appropriate box to say whether or not you have got another job since leaving your employment. If you have not, please now go straight to **section 5.7**.

5.5 If you have got another job, please tell us when you started (or will start) work. Please say whether the job is permanent or temporary. If it is temporary, give the likely date it is due to end (if you know it).

5.6 Please tell us the amount you are earning (or will earn) each week, month or year in your new job.

5.7 Please tick the appropriate box to say what you want if your claim is successful.

6 Discrimination

You only need to fill in this section if you are complaining that you have been discriminated against. Discrimination can take place on the grounds of sex (this includes complaints regarding equal pay and about pregnancy and maternity issues), race, sexual orientation, religion or belief, age (from 1 October 2006) or for a reason related to a disability. Discrimination laws cover all areas of employment including

recruitment, training, promotion and dismissal. They also cover victimisation. Events that happen after you have left employment can also be covered by discrimination laws. In the case of sex, race and disability discrimination, the relevant Commission (Equal Opportunities Commission, Commission for Racial Equality, Disability Rights Commission) can provide a questionnaire to help you decide whether or not to start proceedings and, if so, to prepare your case in the most effective way.

6.1 ● Please tick the appropriate box or boxes to say which type or types of discrimination you are complaining about.

6.2 ● Please describe the incidents which you believe amounted to discrimination, the dates of these incidents and the people who were involved. Explain in what way you believe you were discriminated against. If you are complaining about discrimination when you applied for a job, please say what job you were applying for. If you are complaining about more than one type of discrimination, please provide separate details of the act (or acts) of discrimination.

You should describe how you have been affected by the events you are complaining about.

If you are unable to give the dates of all the incidents you are

complaining about, you **must at least give the date of the last incident** or tell us if the discrimination is ongoing.

If there is not enough space for your answer, please continue on a separate sheet and attach it to this form.

7 Redundancy payments

You only need to fill in this section if you are complaining that you are owed a redundancy payment.

7.1 ● If you are claiming a redundancy payment please say whether you have asked your employer for payment. If so, please give the date in day/month/year format (for example 25/10/04).

Please say whether or not you have applied to a Redundancy Payments Office for payment. If you have, please tell us whether or not your claim has been rejected, and, if so, the date shown on the rejection letter.

8 Other payments you are owed

You only need to fill in this section if you are complaining that the respondent owes you money other than a redundancy payment.

8.1 ● Please tick the appropriate box (or boxes) to show what money you think is owed to you. Say whether you are complaining about

outstanding unpaid wages, holiday pay, payment for a period of notice or some other payment. Other unpaid amounts could include unpaid expenses, commission or a bonus.

8.2 Tell us how much you are claiming and tick the appropriate box to say whether it is before or after tax.

8.3 ● Please explain why you believe you are entitled to this payment, setting out full details such as the period the payment covers and the rate of pay. If you have specified an amount, please say how you worked this out. If you are claiming more than one type of payment, please give the amounts you are claiming for each type of payment and explain how you worked out each amount.

9 Other complaints

You only need to fill in this section if your claim is not covered by any of the earlier questions relating to unfair or constructive dismissal, discrimination, or redundancy or other outstanding payments. For example, your complaint may be that you have suffered a detriment (some form of disadvantage) at work because you raised an issue of public interest which you believed was a protected disclosure (whistleblowing).

9.1 ● Please explain the events leading up to your claim and explain the nature of your complaint. If possible, please tell us the relevant law which applies to your claim. Please include any relevant dates. If there is not enough space for your answer, please continue on a separate sheet and attach it to this form.

10 Other information

10.1 Please do not send a covering letter with your claim form. You should give us any extra information that you want to tell us here. For example, you may want to give an explanation of why your claim is out of time or to let us know that internal grievance or dismissal and disciplinary procedures have not yet been completed.

If there is not enough space, please continue on a separate sheet and attach it to this form.

If you are providing information on separate sheets for a number of questions, please say here how many sheets in total you have attached to the form.

11 Disability

11.1 Please tick 'Yes' if you consider that you have a disability. If you have ticked 'Yes' please say what this

disability is and give details of any help you may need from tribunal staff. Examples of the help we can provide include converting documents to Braille or larger print, providing information on audio tape and paying for sign - language interpreters.

12 Your representative

You only need to fill in this section if you have appointed a representative. A person you ask to act on your behalf is known as your representative. We will deal only with your representative if you appoint one – we will not deal directly with you. Please do not give the name of a representative unless they have agreed to act for you. Do not give the name of a person or organisation who is only giving you advice on filling in this form.

12.1 If you know the name of the person representing you, give it here. If you don't know it, leave this section blank.

12.2 Give the full name of the representative's organisation (for example, the union, firm of solicitors or Citizens Advice).

12.3 Give the full address and postcode of the representative's organisation.

12.4 Give the representative's phone number including the full dialling code.

12.5 Give the reference number your representative has given to your case (if you know it).

12.6 Tick the appropriate box to say how they would prefer us to contact them in future (if you know) and give us the fax number or e-mail address as appropriate. Please do not include an e-mail address **unless** the representative checks their e-mails every day.

13 Multiple claims

13.1 If you are aware that your claim is one of a number of claims arising from the same or similar circumstances, that is, same or similar complaints against the same respondent, please tick 'Yes' here. This will help tribunal staff to process these claims efficiently.

Now please sign and date the form. If you have appointed a representative they can sign the form for you. Make sure you keep a copy of the form and any separate sheets you are sending to us.

Equal Opportunities Monitoring Form

You are not obliged to fill in this section but, if you do so, it would help us to monitor our processes and promote equal opportunities. The information you give us will be treated in the strictest confidence and will not form part of your case. It may be used for general research purposes where you will not be identified.

Postcode	Tribunal office	Postcode	Tribunal office
AL1-3	Watford	DN14-20	Leeds
AL4-10	Bedford	DN21	Nottingham
B	Birmingham	DN22	Sheffield
BA1-16	Bristol	DN31-41	Leeds
BA20-22	Exeter	DT1-5	Southampton
BB	Manchester	DT6-8	Exeter
BD	Leeds	DT9-11	Southampton
BH	Southampton	DY	Birmingham
BL	Manchester	E	Stratford
BN	Southampton	EC1-EC4	London Central
BR	Ashford	EN	Watford
BS	Bristol	EX	Exeter
CA	Newcastle	FY	Manchester
CB	Bury St Edmunds	GL	Bristol
CF	Cardiff	GU1-10	London South
CH1-3	Liverpool	GU11-14	Southampton
CH4-8	Shrewsbury	GU15-16	London South
CH41-66	Liverpool	GU17	Reading
CM	Stratford	GU18-25	London South
CO	Bury St Edmunds	GU26-35	Southampton
CR	London South	GU46-52	Southampton
CT	Ashford	HA	Watford
CV	Birmingham	HD	Leeds
CW1-5	Shrewsbury	HG	Leeds
CW6-10	Liverpool	HP1-5	Watford
CW11-12	Shrewsbury	HP6-22	Reading
DA	Ashford	HP23	Watford
DE1-7	Nottingham	HP27	Reading
DE11-15	Leicester	HR	Cardiff
DE21-75	Nottingham	HU	Leeds
DE99	Nottingham	HX	Leeds
DH	Newcastle	IG	Stratford
DL	Newcastle	IP	Bury St Edmunds
DN1-12	Sheffield	KT	London South

Postcode	Tribunal office	Postcode	Tribunal office
L	Liverpool	OX	Reading
LA1-6	Manchester	PE1-6	Leicester
LA7-23	Newcastle	PE7	Bury St Edmunds
LD	Cardiff	PE8	Bedford
LE	Leicester	PE9	Leicester
LL	Shrewsbury	PE10-12	Nottingham
LN	Nottingham	PE13-19	Bury St Edmunds
LS	Leeds	PE20-25	Nottingham
LU	Bedford	PE26-38	Bury St Edmunds
M	Manchester	PL	Exeter
ME	Ashford	PO	Southampton
MK	Bedford	PR1-7	Manchester
N1	London Central	PR8-9	Liverpool
N2-14	Watford	PR 25-26	Manchester
N15-17	Stratford	RG1-20	Reading
N18-22	Watford	RG21-28	Southampton
NE	Newcastle	RG29-45	Reading
NG	Nottingham	RH1-14	London South
NN1-13	Bedford	RH15-17	London South
NN14-18	Leicester	RH18-20	London South
NN29	Bedford	RM	Stratford
NP	Cardiff	S	Sheffield
NR	Bury St Edmunds	SA	Cardiff
NW1	London Central	SE	London South
NW2	Watford	SG1-7	Bedford
NW3	London Central	SG8-14	Bury St Edmunds
NW4	Watford	SG15-19	Bedford
NW5	London Central	SK	Manchester
NW6-7	Watford	SL	Reading
NW8	London Central	SM	London South
NW9-11	Watford	SN1-6	Bristol
OL1-13	Manchester	SN7	Reading
OL14	Leeds	SN8-26	Bristol
OL15-16	Manchester	SO	Southampton

Postcode	Tribunal office	Postcode	Tribunal office
SP	Southampton	W1-2	London Central
SR	Newcastle	W3-7	Watford
SS	Stratford	W8-11	London Central
ST1-13	Shrewsbury	W12-14	Watford
ST14	Leicester	WA1-2	Liverpool
ST15-21	Birmingham	WA3	Manchester
SW1	London Central	WA4-13	Liverpool
SW2	London South	WA14-16	Manchester
SW3	London Central	WC	London Central
SW4	London South	WD	Watford
SW5-7	London Central	WF	Leeds
SW8-9	London South	WN1-7	Manchester
SW10	London Central	WN8	Liverpool
SW11-20	London South	WR	Birmingham
SY1-22	Shrewsbury	WS	Birmingham
SY23-25	Cardiff	WV	Birmingham
TA1-5	Exeter	YO1-19	Leeds
TA6-9	Bristol	YO21-22	Newcastle
TA10-24	Exeter	YO23-62	Leeds
TD****	Newcastle		
TF	Shrewsbury		
TN1-4	Ashford		
TN5-7	London South		
TN8-21	Ashford		
TN22	London South		
TN23-40	Ashford		
TQ	Exeter		
TR	Exeter		
TS	Newcastle		
TW1-3	London South		
TW4-6	Reading		
TW7-12	London South		
TW13-20	Reading		
UB	Watford		

TD**** postcode area – English locations only – Scotland has its own tribunals.

Employment Tribunal offices: E-mail addresses

Aberdeen	aberdeenet@ets.gsi.gov.uk
Ashford	ashfordet@ets.gsi.gov.uk
Bedford	bedfordet@ets.gsi.gov.uk
Birmingham	birminghamet@ets.gsi.gov.uk
Bristol	bristolet@ets.gsi.gov.uk
Bury St Edmunds	buryet@ets.gsi.gov.uk
Cardiff	cardiffet@ets.gsi.gov.uk
Dundee	dundeet@ets.gsi.gov.uk
Edinburgh	edinburghet@ets.gsi.gov.uk
Exeter	exeteret@ets.gsi.gov.uk
Glasgow	glasgowet@ets.gsi.gov.uk
Leeds	leedset@ets.gsi.gov.uk
Leicester	leicesteret@ets.gsi.gov.uk
Liverpool	liverpoolet@ets.gsi.gov.uk
London Central	londoncentralet@ets.gsi.gov.uk
London South	londonsouthet@ets.gsi.gov.uk
Manchester	manchesteret@ets.gsi.gov.uk
Newcastle	newcastleet@ets.gsi.gov.uk
Nottingham	nottinghamet@ets.gsi.gov.uk
Reading	readinget@ets.gsi.gov.uk
Sheffield	sheffieldet@ets.gsi.gov.uk
Shrewsbury	shrewsburyet@ets.gsi.gov.uk
Southampton	southamptonet@ets.gsi.gov.uk
Stratford	stratfordet@ets.gsi.gov.uk
Watford	watfordet@ets.gsi.gov.uk

For full office address details see back cover

If the claim form is missing from this booklet please ring the
ETS Enquiry Line on **0845 7959775**

Employment Tribunal offices

Aberdeen	Mezzanine Floor, Atoll House, 84-88 Guild Street, Aberdeen AB11 6LT	☎01224 593137	Fax: 01224 593138
Ashford	1st Floor, Ashford House, County Square Shopping Centre, Ashford, Kent TN23 1YB	☎01233 621346	Fax: 01233 624423
Bedford	8-10 Howard Street, Bedford MK40 3HS	☎01234 351306	Fax 01234 352315
Birmingham	Phoenix House, 1-3 Newhall Street, Birmingham B3 3NH	☎0121 236 6051	Fax: 0121 236 6029
Bristol	The Crescent Centre, Ground Floor, Temple Back, Bristol BS1 6EZ	☎0117 929 8261	Fax: 0117 925 3452
Bury St Edmunds	100 Southgate Street, Bury St Edmunds, Suffolk IP33 2AQ	☎01284 762171	Fax: 01284 706064
Cardiff	2nd Floor, Caradog House, 1-6 St Andrews Place, Cardiff CF10 3BE	☎029 2067 8100	Fax: 029 2022 5906
Dundee	2nd Floor, 13 Albert Square, Dundee DD1 1DD	☎01382 221578	Fax: 01382 227136
Edinburgh	54-56 Melville Street, Edinburgh EH3 7HF	☎0131 226 5584	Fax: 0131 220 6847
Exeter	2nd Floor, Keble House, Southernhay Gardens, Exeter EX1 1NT	☎01392 279665	Fax: 01392 430063
Glasgow	Eagle Building, 215 Bothwell Street, Glasgow G2 7TS	☎0141 204 0730	Fax: 0141 204 0732
Leeds	4th Floor, City Exchange, 11 Albion Street, Leeds LS1 5ES	☎0113 245 9741	Fax: 0113 242 8843
Leicester	5a New Walk, Leicester LE1 6TE	☎0116 255 0099	Fax: 0116 255 6099
Liverpool	1st Floor, Cunard Building, Pier Head, Liverpool L3 1TS	☎0151 236 9397	Fax: 0151 231 1484
London Central	Victory House, 30-34 Kingsway, London WC2B 6EX	☎020 7273 8603	Fax: 020 7273 8686
London South	Montague Court, 101 London Road, West Croydon CR0 2RF	☎020 8667 9131	Fax: 020 8649 9470
Manchester	Alexandra House, 14-22 The Parsonage, Manchester M3 2JA	☎0161 833 6100	Fax: 0161 832 0249
Newcastle	Quayside House, 110 Quayside, Newcastle Upon Tyne NE1 3DX	☎0191 260 6900	Fax: 0191 222 1680
Nottingham	3rd Floor, Byron House, 2a Maid Marian Way, Nottingham NG1 6HS	☎0115 947 5701	Fax: 0115 950 7612
Reading	5th Floor, 30-31 Friar Street, Reading RG1 1DY	☎0118 959 4917	Fax: 0118 956 8066
Sheffield	14 East Parade, Sheffield S1 2ET	☎0114 276 0348	Fax: 0114 276 2551
Shrewsbury	Suite 7, 2nd Floor, Prospect House, Belle Vue Road, Shrewsbury SY3 7NR	☎01743 358341	Fax: 01743 244186
Southampton	3rd Floor, Duke's Keep, Marsh Lane, Southampton SO14 3EX	☎023 8071 6400	Fax: 023 8063 5506
Stratford	44 The Broadway, Stratford E15 1XH	☎020 8221 0921	Fax: 020 8221 0398
Watford	3rd Floor, Radius House, 51 Clarendon Rd, Watford, WD17 1HU	☎01923 281 750	Fax: 01923 281 781

Our offices are open from 9.00am to 5.00pm Monday to Friday.

We will send a map showing the location of the office where the hearing has been arranged and giving details of local car parking and facilities for refreshments and phones.

For office e-mail addresses see the inside back cover

Enquiry Line: 0845 7959775 Minicom: 0845 7573722