

Employment Law POA Application Form

Form 2

Terms & Conditions of Employment

(Including Wages, Hours of Work, Holidays, Pensions)

Office use only

Thompsons

POA

LA/

Full name:

Home Address:

Home Telephone Number:

Mobile Number:

Home Email:

What is your date of birth?

Who is your employer?

Where did you work?

What was your job title?

Salary details:

Basic pay

£.....per month

Additional allowances

£.....per month

Start date with employer:

Please state the particular contractual entitlement you believe may have been breached:

Please provide a brief description in date order detailing the circumstances which led to the dispute with your employer. Specify how and why you consider they have broken your contract:

If the dispute relates to the failure to pay wages, then please state when the failure to pay took place, the amount in question, and whether the failure to pay is continuing:

If the dispute relates to hours of work or rest periods, please provide details of your work schedule and indicate areas that you consider may be unlawful:

If your dispute relates to your pension, please supply all pension estimates you have received and indicate why you consider the estimates may be incorrect:

Have you submitted a grievance about the incidents?

If so, when?

What was the result of the grievance and when were you informed of the outcome?

A copy of your grievance **must** be attached

You must also attach any documents/notes/emails/payslips etc which relate to your claim.

If you do not have any relevant pay slips, please obtain a copy of them or any relevant information relating to pay from Pay and Pension Services before submitting your application.