

Employee Client Instruction Form

Introduction

Please use this form if you are an employee and wish to send us details about your employment law problem or case. However, if you wish to instruct us about a settlement agreement (the new name for compromise agreements) please use our Employee Settlement Agreement Instruction Form.

This form has four sections for you to complete:

Section A - Your Personal Information

Section B - Your Employment Details

Section C - Details about your work based problem or complaint

Section D - Questions about your pay, financial benefits and employment terms

Please answer the questions as fully as possible. The questions are designed to give us relevant background information to help us quickly understand the details of your case and what you would like us to help you with.

Section A - Your Personal Information

Title

First name

Last name

Date of birth

We need your date of birth for identification purposes. It is also used to help quantify the value of any claims you may have.

Full home address

Home telephone

Mobile telephone

Email address

We do not recommend using your work email address if you are in dispute with your employer.

How would you like us to contact you in the first instance?

Please provide us with your contact details for this purpose!

- Post
- Home phone
- Mobile
- Email

Section B - Your Employment Details

Your Employer's Name

We need to know your employer's name to make sure there is no conflict of interest. Please state whether it is a PLC, a limited company, partnership, LLP or other (if you know).

Your Employer's address

What is / was your job title?

Do you have a contract of employment or a director's service agreement?

If you are able to provide us with a copy of this document, it will help us better assess your case more quickly.

- Yes
- No
- Not sure
- I will send you a copy

What date did your employment start on?

What date did your employment end on (if your employment has ended)?

If your employment has ended, what was the reason for your employment coming to an end?

If you are not sure about the reason, please give a brief description of the reason.

- Redundancy
- Misconduct
- Job performance
- Sickness absence
- Resignation
- Other

If other please specify

If your employment has ended, how did your employment end?

- I was dismissed by my employer on notice
- I was dismissed by my employer without notice
- I was dismissed by my employer and paid in lieu of notice
- I resigned without giving any notice to my employer
- I resigned and gave notice to my employer

If you gave or were given notice please state how much.

Section C - Details about your work based problem or complaint

The best way of completing this question is to provide us with your chronology of what has happened. Please include in your answer details of any:

- grievance you have raised and the outcome (if known)
- disciplinary action that has been taken against you
- performance related issues raised against you
- witnesses or colleagues who may be able to assist you

In your own words, please set out the details of the problem or complaint you would like us to help you with. Please concentrate on giving us the facts and the relevant dates.

What relevant or supporting documentation exists?

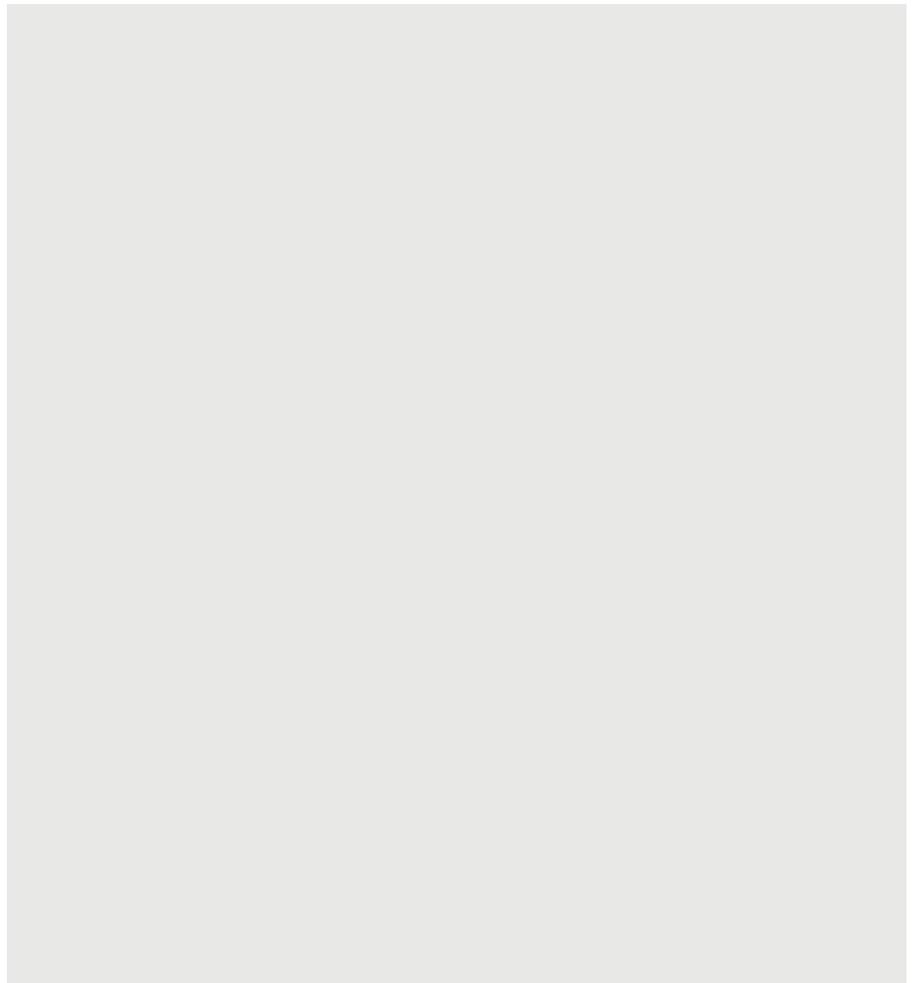
If possible, please send us copies. We have listed examples of the documentation that you may have, depending on the details of your employment.

- Contract of employment
- Job description
- Appraisals
- Director's service agreement
- Bonus scheme details
- Pension scheme rules
- Pay slips
- Letter of dismissal
- Letter of resignation
- Grievance documentation
- Disciplinary documentation
- Medical reports
- Notes of meetings
- Diary entries
- Employer correspondence
- Tape recordings
- CCTV film/recordings
- Witness statements

What do you want to achieve by instructing Quantrills?

For example, you may want to:

- better understand your legal rights and obligations
- commence a grievance or appeal against the outcome of an existing grievance
- defend disciplinary allegations
- obtain compensation at the employment tribunal



Section D - Questions about your pay, financial benefits and employment terms

What is/was your notice period?

This should be given in your contract of employment normally as so many weeks or months

weeks

months

years

What is/was your gross salary / pay?

This is your pay before deductions for income tax and national insurance, etc

per week

per month

per year

What is/was your net salary / pay?

This is your pay after deductions for income tax and national insurance, etc

per week

per month

per year

Please give details of your hours of work

Full time

Part-time

hours per week

What is/was your annual holiday entitlement

This includes bank holidays/public holidays

This does not include bank holidays/public holidays

If your employment has terminated how many days accrued but untaken holiday are you owed?

days

Please give details of any commission or bonus entitlement, including when and how paid

What type of pension did/do you have?

None

Final salary

Money purchase

What is/was the employer's contribution to your pension?

What is/was your pension contribution?

Did you/do you have a company car?

Yes

No

If yes, is/was it for:

Business use only

Business and private use

Are/were you paid a car allowance?

Yes

No

If yes, how much?

Please give details about any other fringe benefits

- None
- Private medical insurance
- Life assurance
- Permanent health insurance
- Professional subscriptions

Fringe benefit details
Please give brief details if appropriate

Did/do you have any shares or share options with your employer?

- Yes
- No

If yes, please give details

If you are being/were dismissed for redundancy, does/did your employer have an enhanced redundancy scheme?
If you can, please send us a copy as soon as possible.

- Yes
- No
- I will send you a copy

If yes, please give details

Sign / Date

Signed (if paper copy):

Date

To submit this form please do one of the following

1. Save the form and email it to postroom@quantrills.com

2. Print the form and post it to
Quantrills Solicitors, The Peninsula Business Centre, Wherstead Street,
Wherstead, Ipswich IP9 2BB

3. Print the form and fax it to 01473 601466

What happens next?

Once we have received your completed form we will contact you to acknowledge safe receipt and we will check that there is no conflict of interest before contacting you to discuss the details of your case and how Quantrills can help you.