



Employee / Worker Questionnaire

This questionnaire will form the basis of your case. To represent you effectively I need as much relevant information as possible from the start.

Please read this form carefully and complete as much of it as possible before we meet, to save time and help manage your legal costs. The more you help with the planning of your case, the lower the legal fees will be.

Remember that most employment claims must be brought **within 3 months** of the act complained of (in most cases the “effective date of dismissal”).

Any termination of your employment may have broader implications, for example, your insurance policies and other benefits. You may need to consider these at the same time as your employment rights.

Before instructing me

You need to know about my experience and approach. [The Law Society](#) have a ‘find a solicitor service’ so you may want to consider other options first.

I am an employment law solicitor with over 21 years’ experience (you can read about me at <http://www.gtclaw.co.uk>). I have a very high success rate. In 2013 I achieved successful outcomes for all my clients except 1 (this is being appealed). My preference is to achieve settlements where possible because the net benefit to clients is much greater than through litigation.

My rate is £300 per hour plus VAT for senior executives, employers and employees. Paralegal rates are £150 plus VAT. Basic calls and letters are charged at 1/10 of the hourly rate. If you do instruct me, I will send you a ‘client care’ letter with all the details as soon as possible. Whilst the initial telephone conversation is free, I charge for all other work.

It is possible, with guidance, to present your own case and this can be cost effective. You can also help manage costs by providing clear and prompt instructions: completing this form, providing a written account with clear dates and documents in neat, chronological order and limiting exchanges with me.

You may also wish to visit the [Solicitors Regulation Authority](#) website for more information about other lawyers and our obligations.

Employment Tribunals

Deciding whether to take legal action is a value judgement; in many cases there is a choice as to whether you become involved in (or continue) litigation because it is stressful and costly. I



will help you assess the risks and benefits of taking the litigation route, but ultimately the choice is yours. However, it is always better to take some advice.



Prevention of money laundering.

Due to statutory requirements in relation to money laundering under **Money Laundering Regulation 2007**, we request that you send us a certified copy of your **passport/driving licence** and a personal utility bill/bank statement in order to meet the regulation requirements regarding your identity. Alternatively, please bring the originals of these documents to our offices when you attend for a meeting.

Personal Details

- Title: Choose an item. [Click here to enter text.](#)
- First name: [Click here to enter text.](#)
- Last name: [Click here to enter text.](#)
- Date of birth: [Click here to enter a date.](#)
- National Insurance No: [Click here to enter text.](#)
- How did you hear about me? [Click here to enter text.](#)
- Have you ever engaged in legal proceedings before? YES / NO

Contact details

- Address: [Click here to enter text.](#)
- Postcode [Click here to enter text.](#)
- Phone:
- Home [Click here to enter text.](#)
- Mobile [Click here to enter text.](#)
- Other (please state) [Click here to enter text.](#)
- [Click here to enter text.](#)
- Private e-mail [Click here to enter text.](#)



Funding / Legal Aid/ Legal Insurance

Please note that I do not undertake Legal Aid work. You should check whether you have any kind of legal insurance which might cover my work. This could be on your home contents policy.

Have you checked your home insurance policies for legal cover? Yes

Financial Information

Are you working at present? No Yes

If 'yes', give name of employer Click here to enter text.

Weekly wage before tax and national insurance £Click here to enter text.

Gross per annum £Click here to enter text.

Take home (net per month) £Click here to enter text.

Bonuses £Click here to enter text.
per Choose an item.

Benefits (pension/car/contributions) £Click here to enter text.

Savings/investments £Click here to enter text.

Do you have a partner who is working? No Yes

Do you have dependants? No Yes

If yes please give details:

Click here to enter text. age: Click here to enter text.

Click here to enter text. age: Click here to enter text.

Click here to enter text. age: Click here to enter text.



Your case

a) General

Name of employer you intend to claim against

Click here to enter text.

Address:

(Give registered address if limited company)

Click here to enter text.

Address where you worked

Click here to enter text.

Job title

Click here to enter text.

Description of your role

Click here to enter text.

Date started: Click here to enter a date.

Date finished: Click here to enter a date.

Hours per week: Click here to enter text.

Does your employer pay all your tax and National Insurance? No Yes

Earnings (whilst employed):

Gross pay per annum £Click here to enter text.

Take home per month £Click here to enter text.

Other Benefits (please list) Click here to enter text.

Share entitlements? Choose an item.



If your employment has ended, did you work (or were you paid for) a period of notice?
[Click here to enter text.](#)

Were you in your employer's pension scheme? [Click here to enter text.](#)

b) Your status

Have there been any breaks in the continuity of your employment? (Provide details):

[Click here to enter text.](#)

Were you taken on or engaged via an agency? No Yes

Have you ever worked for your employer on a "self-employed" basis? No Yes

What is your immigration status? [Click here to enter text.](#)

How many people did you work with? [Click here to enter text.](#)

Your line manager's name: [Click here to enter text.](#)

HR manager's name: [Click here to enter text.](#)

Have you been subject to any form of discipline at work (e.g.: written or verbal warnings/suspension)?

No Yes

If yes, please provide details below:

[Click here to enter text.](#)

Have you lodged any grievances at work? No Yes

Have you been involved in any previous court or tribunal cases? No Yes



c) Damaging evidence

We need to anticipate your employer’s response so please let us know if you aware of any issue which your employer might have (or might request details of) which could damage your case/credibility? For example:

- 1. Compromising emails, which you may have sent to or from work (whether or not they have been deleted) or computer evidence No Yes
- 2. Criminal records No Yes
- 3. Previous problems at work (including other places of employment) No Yes
- 4. Documents or witness evidence which might damage your case No Yes
- 5. Is there any financial claim which your employer might have against you? e.g.: negligence or breach of contract? No Yes
- 6. Provide details [Click here to enter text.](#)

Looking for work & records of ‘mitigation’

To be entitled to compensation, you MUST prove that you have been actively looking for work.

Since losing your job, have you been looking for work? No Yes

If no, please state why (e.g.: medical reasons)

[Click here to enter text.](#)

Please provide all details of your daily efforts to find a job including applications/ adverts/Job Centre Records and diaries. These are essential throughout your period of lost earnings; without them, you will not receive compensation. A daily record should be kept recording: **ACTIVITY, OUTCOME & FURTHER ACTION** with documents kept in date order.

[Click here to enter text.](#)



Advice

It is important to state your case fully when we lodge your claim as you may be prevented from doing so later.

Please indicate which of these legal issues you wish to discuss. If in doubt tick the box and we can check:

- | | | | |
|--------------------------------------|--------------------------|---|--------------------------|
| Dismissal | <input type="checkbox"/> | Stress related injury at work | <input type="checkbox"/> |
| Constructive dismissal | <input type="checkbox"/> | (resignation/dismissal- difficult to prove) | |
| The number of hours you work | <input type="checkbox"/> | Notice entitlement | <input type="checkbox"/> |
| Deductions from your pay | <input type="checkbox"/> | Race discrimination | <input type="checkbox"/> |
| References | <input type="checkbox"/> | Sex discrimination | <input type="checkbox"/> |
| Leave entitlements | <input type="checkbox"/> | Disability discrimination | <input type="checkbox"/> |
| Terms in your contract of employment | <input type="checkbox"/> | Injury at work | <input type="checkbox"/> |
| Bullying or harassment at work | <input type="checkbox"/> | Stocks & Options / Shares | <input type="checkbox"/> |
| Anything else (please state) | <input type="checkbox"/> | Click here to enter text. | |

Have you lodged a Tribunal claim already? Yes No

Evidence

Please think of how we might prove the key elements of your case. In particular, note the following:

Documents

I need to see all the relevant documents, especially the following:

Please tick "x" if you have the document, if your employer (or someone else) has it, indicate in the column under "E" and I will request it on your behalf:

	X	E
Contracts of employment	<input type="checkbox"/>	<input type="checkbox"/>
Job descriptions	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary notes and procedures	<input type="checkbox"/>	<input type="checkbox"/>
Warnings	<input type="checkbox"/>	<input type="checkbox"/>
Relevant memos, emails or correspondence	<input type="checkbox"/>	<input type="checkbox"/>
Letters of dismissal	<input type="checkbox"/>	<input type="checkbox"/>



- Tribunal or Court Documents
- Medical reports
- Wage slips
- Diaries
- Evidence
- Appraisals

Stocks and Option

- Scheme rules
- Certificates of Entitlement
- Recent Valuation

Or any other document which might prove a point in your case either for or against.

Documents should be in date order and there should be no extra copies or back copies of emails.

Witnesses

If you know of any witnesses who could give a statement provide their details:

Name	Click here to enter text.
Date of Birth	Click here to enter text.
Occupation	Click here to enter text.
Address	Click here to enter text.
What are they likely to say?	Click here to enter text.
Comments	Click here to enter text.

Name	Click here to enter text.
Date of Birth	Click here to enter text.
Occupation	Click here to enter text.



Address	Click here to enter text.
What are they likely to say?	Click here to enter text.
Comments	Click here to enter text.

Dates

Dates are always important. Please prepare a list of all relevant dates stating what happened.

Click here to enter text.



Statement

Please set out a short note below (no more than 2 pages) of what has happened including details of how you were taken on, your role, the problems which concern you, when they started and the current position. Please indicate dates wherever possible and refer to any evidence which supports what you are saying.

Click here to enter text.



Your goal

I need to know, from the outset, what you hope to achieve:

- A reference
- Financial compensation
- Your job back
- Relocation
- Other

Your goal may change during the conduct of your case. Please notify me **immediately in writing** if your goal changes.

Doctor

If there are any medical issues, please state your GPs full name and address.
Medical reports may be served on your opponent or sent to the Tribunal.

Name of GP: Click here to enter text.

Address Click here to enter text.
 Click here to enter text.
 Click here to enter text.

Postcode Click here to enter text.

Phone Click here to enter text.

Email: Click here to enter text.



Form of Consent

Name: Click here to enter text.

Date of Birth: Click here to enter text.

Address: Click here to enter text.

 Click here to enter text.

 Click here to enter text.

 Click here to enter text.

I consent to the transfer of information to Gordon Turner Employment Lawyers:

- Medical records/reports

- Confidential documents (including documents relating to the Data Protection Act) to

Signed _____

Dated this **day of** **2015**

Please return this form and your signed consent to: gordon@gtelaw.co.uk