**Request for legal assistance**

*Member’s details*

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone no. |  |
| Email |  |
| Date of birth |  |
| Start of NCOA membership |  |

*Employment Details*

|  |  |
| --- | --- |
| Start date |  |
| End date (if applicable) |  |
| Did you work or were you paid a period of notice? |  |
| Job title |  |
| Basic salary (gross) |  |
| Overtime (average per month) |  |
| Shift allowance (average per month) |  |
| Were you in the pension scheme? |  |
| If your employment has ended, have you found a new role? |  |
| If yes when did this start and what salary are you on? |  |
| If no, are you receiving any benefits? |  |

*Details of Issue*

|  |  |
| --- | --- |
| Set out a brief description of the issue. This should contain the keys dates and events in chronological order. |  |
| What are you looking to achieve? |  |

*ACAS*

|  |  |
| --- | --- |
| Have you contacted ACAS? |  |
| Do you have the ACAS early conciliation certificate? If so attach to this document |  |
| Have you issued a claim at the employment tribunal? If so please provide a copy of this, any response to the claim and any hearing dates/directions timetable received |  |

*Documents to send with form*

Please send as many documents as you have; if you are unsure whether a document is relevant, please send in any event. If you do not send all necessary documents with this report, this will delay matters.

|  |  |
| --- | --- |
| *Document* | *Attached* |
| Contract of employment |  |
| Last 3 months pay slips |  |
| Disciplinary/grievance policy |  |
| Any other policy applicable to the issue |  |
| Dismissal letter or resignation letter |  |
| Dismissal investigation documents, including notes of any investigation and disciplinary meetings |  |
| Appeal documents |  |
| Any grievance documents including reports, outcomes and meeting notes |  |
| Any relevant emails, letters or other documents in support of the claim |  |
| Occupational health reports/sick notes/relevant medical evidence |  |
| Evidence of monies owed (where applicable) |  |
| Details of pension scheme (where dismissed) |  |
| Any other evidence, including WhatsApp or text messages |  |