



CLIENT INSTRUCTION SHEET

EMPLOYMENT LAW INSTRUCTION SHEET

1. NAME _____

2. ADDRESS

3. DATE OF BIRTH _____

4. PPS NUMBER _____

5. NAME OF CURRENT/MOST RECENT EMPLOYER?

6. ADDRESS OF CURRENT/MOST RECENT EMPLOYER?

7. YOUR EMPLOYER'S TAX NUMBER _____

8. HAVE YOU A WRITTEN AND SIGNED CONTRACT OF EMPLOYMENT? YES/NO

9. DATE OF COMMENCEMENT OF EMPLOYMENT _____

10. WERE YOU PROVIDED WITH A COPY OF YOUR EMPLOYER'S
BULLYING/HARRASMENT GRIEVANCE PROCEDURE? YES/NO

11. HOURS WORKED PER WEEK AND DAYS WORKED? _____

12. DETAILS OF YOUR SALARY _____

13. IF NO LONGER IN EMPLOYMENT, DATE OF THE TERMINATION OF
EMPLOYMENT _____

14. IF NO LONGER IN EMPLOYMENT WAS NOTICE OF TERMINATION
RECEIVED? YES/NO

15. IF NO LONGER IN EMPLOYMENT, DID YOU RECEIVE NOTICE IN WRITING? YES/NO

16. PLEASE PROVIDE DATE OF THIS NOTICE? _____

