

Official Use only	
Case Number	
Date received	

# Claim Form

**Do not include any supporting documents with this claim form**

## 1 Your details

1.1 Title  Mr  Mrs  Miss  Ms  Mx  Dr  Other (*Please State*)

1.2 First name (*or names*)

1.3 Surname or family name

1.4 Address

Post code

1.5 Daytime phone number

1.6 Mobile number (*if different*)

1.7 Email address

## 2 Names and Addresses of other parties involved in the Collective Employment Dispute (“Dispute”):

**3 Status of the Claimant:**

Are you (please tick whichever box applies)

- an employee
- an employers' association
- an employer
- a trade union

**4 Employers' associations or trade unions:**

4.1 Is the employers' association or trade union registered in accordance with the provisions of the Employment Relations (Jersey) Law 2007 ("the Law")  Yes  No

4.2 You are duly authorised by the employers' association or trade union to make this application to the Tribunal  Yes  No

4.3 Registration Number

4.4 Date of Registration

4.5 Please confirm that the Tribunal Secretary and members of the Tribunal hearing this claim may make notes from the information contained in the Register of Trade Unions and Employers' Associations and may take copies of any documentation deemed relevant for the purposes of this hearing  Yes  No

**5 Nature of the Dispute:**

The Dispute refers to: ✓ box

- 5.1 the terms of employment of one or more employees
- 5.2 the conditions in which one or more employees is required to work
- 5.3 the engagement or non-engagement or one or more persons as employees, or the termination or suspension of employment of one or more employees
- 5.4 the termination or suspension of the duties of employment of one or more employees
- 5.5 the allocation of work or the duties of employment as between employees or as between groups of employees
- 5.6 matters of discipline or grievance
- 5.7 the membership or non-membership of a trade union on the part of one or more employees
- 5.8 facilities for officials of trade unions
- 5.9 an issue as to whether or not an approved code of practice is being observed by one or more employers or by one or more employees
- 5.10 a recognition dispute (if you have answered Yes to this point refer to paragraph 6 below)

## 6 Recognition Disputes only:

6.1 Has the employer employed on average more than 21 employees in the period of 13 weeks immediately preceding the date on which the dispute arose?

Yes  No

6.2 Is this a dispute over an approved code of practice as to the recognition of trade unions and relates to:

Pay  Yes  No

Hours of work  Yes  No

Holidays  Yes  No

## 7 Disputes Involving a Minister of the States of Jersey:

Does the Dispute involve a Minister of the States of Jersey acting in the role as employer?

7.1  Yes  No

7.2 If the answer to 7.1 is YES, does the Dispute relate to the matters described in Article 5(3) of the Law

Yes  No

## 8 Jurisdiction:

8.1 Are you making this application for a hearing before the Tribunal with the consent of each party to the Dispute?

Yes  No

8.2 If NO please confirm that:

you are a party to the Dispute

as far as practicable, all other available procedures have been applied unsuccessfully to resolve the Dispute

a party to the Dispute is acting unreasonably in the way in which that party is or is not complying with an available procedure to resolve the Dispute

## 9 Has there been conciliation through JACS?

Yes  No

## 10 Details of Claim

Please set out the background and details of your claim in the space below (If there is not enough space please continue on a separate sheet)

**DO NOT INCLUDE ANY SUPPORTING DOCUMENTS AT THIS STAGE**

**11 Urgency of Dispute:**

11.1 Do you believe that the Dispute should be given priority by the Tribunal?

Yes  No

11.2 If yes, please state reasons for such urgency

## 12 Your representative

If someone has agreed to represent you, please fill in the following.

12.1 Name of Representative

12.2 Name of Organisation

12.3 Address

12.4 Phone number

12.5 Email address

12.6 Their reference for correspondence

12.7 Does your Representative have Professional Indemnity Insurance?

Yes  No  Don't know

12.8 Will your Representative benefit financially from these proceedings?

Yes  No

## 13 Translator

Do you require a translator?

Yes  No If yes, which language

## 14 Disability

Do you have a disability?

Yes  No

If Yes, it would help us if you could advise us of what assistance, if any, you will need as your claim progresses through the system, including for any hearings that may be held at tribunal premises.

# Data Protection Law

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are.

On this form we have collected your personal details and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.

You can complain to us about the way your information is being used by contacting us at [dataprotection2018@gov.je](mailto:dataprotection2018@gov.je) alternatively you can complain to the Information Commissioner by emailing [enquiries@oicjersey.org](mailto:enquiries@oicjersey.org)

For our full Privacy Notice please go to our website: [www.tribunal.je](http://www.tribunal.je)

Please sign and date here:

Signed:

Date:

## Employment and Discrimination Tribunal check list

Please check the following:

1. Read the form and make sure the information given is correct and truthful, and that you have not left out any information which you feel may be relevant to you or your client.
2. Do not attach a covering letter to your form. If you have any further relevant information please enter it in the 'Additional Information' space provided in the form.
3. Do not attach any supporting documents to your form. Relevant documents will be requested at a later stage.
4. Keep a copy of your form for your own records.
5. Submit this form to: **The Registrar, Jersey Employment and Discrimination Tribunal, First Floor, International House, 41 The Parade, St Helier JE2 3QQ**