



Employment Tribunals Response Form

In order to proceed you must enter the case number and names of the parties printed on the form and letter we sent you.

Case number

Names of parties
v

Tribunal office dealing with claim

Need Help?

If you require any help completing your form or have a general question about the tribunals process please contact the Employment Tribunals Enquiry Line on

0845 795 9775

minicom 08457 573 722

between 9 am and 5 pm Monday to Friday, our lines are closed on Bank Holidays.

If you require technical support please click below to email us.

We regret we cannot provide any legal advice.

Please Note:

By law, your claim must be submitted using an approved form supplied by the Employment Tribunals Service, and you must provide the information marked with * and, if it is relevant, the information marked with ● (see 'Information needed before a claim can be accepted')

General Information:

Once you have completed your form you can submit it securely on-line to the ETS. On-line forms are processed faster than those sent by post.



Continue →

1 Name of respondent company or organisation

1.1* Name of your organisation:

Contact name:

1.2* Address Number or Name

 Street

 Town/City

 + County

 Postcode

1.3 Phone number:

1.4 How would you prefer us to communicate with you? (Please tick only one box)

E-mail Post Fax

E-mail address:

Fax number:

1.5 What does this organisation mainly make or do?

1.6 How many people does this organisation employ in Great Britain?

1.7 Does this organisation have more than one site in Great Britain? Yes No

1.8 If 'Yes', how many people are employed at the place where the claimant worked?

2 Action before a claim

2.1 Is, or was, the claimant an employee? Yes No
If 'Yes', please now go straight to section 2.3.

2.2 Is, or was, the claimant a worker providing services to you? Yes No
If 'Yes', please now go straight to section 3.
If 'No', please now go straight to section 5.

2.3 If the claim, or part of it, is about a dismissal, do you agree that the claimant was dismissed? Yes No
If 'Yes', please now go straight to section 2.6.

2.4 If the claim includes something **other than** dismissal, does it relate to an action you took on grounds of the claimant's conduct or capability? Yes No
If 'Yes', please now go straight to section 2.6.

2.5 Has the substance of this claim been raised by the claimant in writing under a grievance procedure? Yes No

2.6 If 'Yes', please explain below what stage you have reached in the dismissal and disciplinary procedure or grievance procedure (whichever is applicable).
 If 'No' and the claimant says they have raised a grievance with you in writing, please say whether you received it and explain why you did not accept this as a grievance.

3 Employment details

3.1 Are the dates of employment given by the claimant correct? Yes No
If 'Yes', please now go straight to section 3.3.

3.2 If 'No', please give dates and say why you disagree with the dates given by the claimant.

When their employment started

- -

When their employment ended or will end

- -

Is their employment continuing?

Yes No

I disagree with the dates for the following reasons.

3.3 Is the claimant's description of their job or job title correct? Yes No
If 'Yes', please now go straight to section 3.5.

3.4 If 'No', please give the details you believe to be correct below.

3.5 Is the information given by the claimant correct about being paid for, or working, a period of notice? Yes No
If 'Yes', please now go straight to section 3.7.

3.6 If 'No', please give the details you believe to be correct below. If you gave them no notice or didn't pay them instead of letting them work their notice, please explain what happened and why.

3.7 Are the claimant's hours of work correct? Yes No
If 'Yes', please now go straight to section 3.9.

3.8 If 'No', please enter the details you believe to be correct. hours each week

3.9 Are the earnings details given by the claimant correct? Yes No
If 'Yes', please now go straight to section 4.

3.10 If 'No', please give the details you believe to be correct below.

Pay before tax

£ , .

Hourly

Weekly

Normal take-home pay (including overtime, commission, bonuses and so on)

£ , .

Monthly

Yearly

4 Unfair dismissal or constructive dismissal

4.1 Are the details about pension and other benefits given by the claimant correct? Yes No
If 'Yes', please now go straight to section 5.

4.2 If 'No', please give the details you believe to be correct below.

5 Response

5.1* Do you resist the claim? Yes No
If 'No', please now go straight to section 6.

5.2● If 'Yes', please set out in full the grounds on which you resist the claim.

Additional space for notes.

Additional space for notes.

Additional space for notes.

Employment Tribunals check list and cover sheet

You have completed stage one of your application and opted to print and post your form. We would like to remind you that applications submitted on-line are processed much faster than ones posted to us. If you wish to submit on-line please go back to the form and click the submit button, otherwise follow the Check list before you post the completed applications to the relevant office address.

A list of our office's contact details can be found at the hearing centre page of our website at - <http://www.employmenttribunals.gov.uk/> ; if you are still unsure about which office to contact please call our national enquiry line on 0845 7959775 (Mon - Fri, 9am-5pm) or Mincom 0845 757 3772; they can also provide general procedural information about the employment tribunals.

Please check the following:

- 1) Read your application to ensure the information entered is correct and truthful, and that you have not omitted any information, which you feel, may be relevant to your claim.
- 2) You must 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) The completed form should be returned to the relevant office address. If you are using a window envelope you may insert this page with your claim form. Please do not clip or staple this page to your claim form.
- 4) Keep a copy of your claim form.

Once your application has been received, you should receive confirmation from the office dealing with your claim within 5 working days. If you have not heard from them within five days, please contact that office directly.