

Find a solution to your employment dispute

You complete and send this form to tell Acas that you:

- have a dispute with your employer
- intend to make a claim to an employment tribunal

It is quicker and easier to start this legal process at www.acas.org.uk/tell-acas. You can also call us on 0300 123 1122 and we can take you through the form.

Once you have completed this form, post it to:

EC Notification
Acas (DEC)
PO BOX 10279
Nottingham
NG2 9PE

We will acknowledge receipt of your form and send you a claim reference number, by phone, text, email or in writing.

Please complete this form in BLOCK CAPITALS and black ink.

1. Try to find a solution to your dispute before employment tribunal

You can take part in a free service that aims to find a solution to your dispute without going to employment tribunal. The service is called 'early conciliation'.

Why people use this service

- it is free
- it is less stressful than going through the employment tribunal process
- early conciliation is usually completed in 6 weeks, going to employment tribunal can take much longer
- If you don't reach a resolution using early conciliation you can still choose to take your claim to employment tribunal

Anything you tell us cannot be discussed with the individual or organisation your claim is about without your consent, and cannot be used in an employment tribunal without your consent.

Are you interested in finding a solution to your dispute without going to tribunal?

- ☐ Yes, I would like to try the free early conciliation service
- ☐ I do not want to try early conciliation, I want to take my dispute to tribunal

2. Your details

Your name

You have to tell us your legal name if you want to use this service. This is usually your full first name and last name.

First name

Last name

Contacting you

You'll be able to talk to us about your dispute quicker if you provide your phone number and email address.

If you choose not to do this, we'll send you a letter to arrange a call. This will take a few days.

We never use your details for any other purpose.

Your phone number (optional)

Do you have difficulty using a phone (optional)

We want to make it as easy as possible for you to communicate with us.

☐ Yes

☐ No

How would you prefer to communicate with us? (optional)

For example, you might want to use a text phone or language interpreter.

Your email address (optional)

We will only email you about your claim. Be aware that if you give a work email address, your employer may be able to read your emails.

Your address

You have to tell us your address if you want to use this service

Address line 1

Address line 2

City/town

Postcode

3. Details of anyone helping with your claim

Is someone helping with your claim who you would like us to contact instead of you? This person will be your representative. (optional)

- ☐ No
- ☐ Yes, a solicitor
- ☐ Yes, a trade union representative
- ☐ Yes, someone else

Contacting your representative

You'll get a quicker response about your dispute if you provide your representative's contact details.

Their relationship to you (optional)

For example, a solicitor, trade union representative, friend or family member

First name (optional)

Last name (optional)

4. Who your claim is against

Are they an organisation or a person? (optional)

- ☐ An organisation
- ☐ A person

Legal name

It is important that their legal name is entered correctly.

What is their legal name?

You will usually find the organisation's legal name on your payslip, contract or letter of employment. It may be followed by the letters Ltd, PLC or LLP.

Their address

You have to give us their formal, legal address if you want to use this service. This may be the head office or registered office address and not your workplace. Look on your payslip, contract, or other documents from your employer. You can also search online.

If you work or worked with this person, you may want to give the organisation's address.

Address line 1

Address line 2

City/town

Postcode

Are you making a claim against more than one organisation or person as part of the same dispute? (optional)

Most claims are only against one person or organisation.

- ☐ **No, my dispute is against only one organisation or person**
- ☐ **Yes, my dispute is against more one organisation or person**

5. Additional organisations or people

Important

If your dispute is only against one organisation or person, your form is complete and you can send it to the address shown at the beginning of this form. If you want to add more organisations or people to this dispute then continue below.

Second organisation or person

Are they an organisation or a person? (optional)

- ☐ An organisation
- ☐ A person

Legal name

It is important that their legal name is entered correctly.

What is their legal name?

You will usually find the organisation's legal name on your payslip, contract or letter of employment. It may be followed by the letters Ltd, PLC or LLP.

Their address

You have to give us their formal, legal address if you want to use this service. This may be the head office or registered office address and not your workplace. Look on your payslip, contract, or other documents from your employer. You can also search online.

If you work or worked with this person, you may want to give the organisation's address.

Address line 1

Address line 2

City/town

Postcode

Third organisation or person

Are they an organisation or a person? (optional)

- ☐ An organisation
- ☐ A person

Legal name

It is important that their legal name is entered correctly.

What is their legal name?

You will usually find the organisation's legal name on your payslip, contract or letter of employment. It may be followed by the letters Ltd, PLC or LLP.

Their address

You have to give us their formal, legal address if you want to use this service. This may be the head office or registered office address and not your workplace. Look on your payslip, contract, or other documents from your employer. You can also search online.

If you work or worked with this person, you may want to give the organisation's address.

Address line 1

Address line 2

City/town

Postcode

Fourth organisation or person

Are they an organisation or a person? (optional)

- ☐ An organisation
- ☐ A person

Legal name

It is important that their legal name is entered correctly.

What is their legal name?

You will usually find the organisation's legal name on your payslip, contract or letter of employment. It may be followed by the letters Ltd, PLC or LLP.

Their address

You have to give us their formal, legal address if you want to use this service. This may be the head office or registered office address and not your workplace. Look on your payslip, contract, or other documents from your employer. You can also search online.

If you work or worked with this person, you may want to give the organisation's address.

Address line 1

Address line 2

City/town

Postcode

If there are more organisations or people as part of this dispute you can add them in the box below.

Important

You must provide their legal names and addresses.