

application form

Which part(s) of the EmployLaw service do you require?

EmployLaw Audit **EmployLaw Assistance**
EmployLaw Representation **EmployLaw Training**

Name: Mr/Mrs/Miss/Other: Forename:

Position:

Company Name:

Limited company / Partnership / LLP / Sole Trader (please delete as appropriate)

Company Address (principal place of business):

Post Code:

Telephone: Fax:

Email:

Business Description:

No. of employees (including Directors)

No. of Partners/Directors

Total Pay roll (£) Annual turnover (£)

Location of offices

Present HR personnel

Do you wish to include any other company/business within your application? YES NO

If yes, please complete a separate application form for each.

If you have had any Employment Tribunal claims in the past 3 years, please describe each claim briefly on a separate sheet of paper, including the cost to your business and outcome.

In the last 12 months have you issued any warnings or received any grievances?
YES NO

In the last 6 months have you bought, sold or set up any companies or business?
YES NO

Have any internal restructuring, redundancies or reorganisations taken place in the last 6 months or are any planned in the next 12 months? YES NO

Please complete and return to Matthew Kilgannon by either: post, 156 High Street, Dorking, Surrey, RH4 1BQ; or fax, 01306 502283 or email, m.kilgannon@downslaw.co.uk

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL TO YOU.