



Employment Grievance Registration Form [Department of Labour & Employment Services] Employment Relations Unit (Dispute Resolution & Conciliation Service)
Trade Disputes Act Cap 162 – PART 2 Sections (3) (4) & (5)

Date of Receipt & Registration:		Client N0:		I.S.CLASSIFICATION CODE:	
--	--	-------------------	--	---------------------------------	--

Employee Details:

1	Family Name		9	Sex (Male / Female)	
2	Middle Name		10	Age	
3	First Name		11	Home island / Citizen	
4	Date of Birth	Day:	Month:	Year:	
5	Address / Location		12	Non – Citizen / Nationality	
6	Home Phone		13	Trade Union (Y / N)	
7	Mobile		14	Occupation / Employment type	
8	Email		15	Language (English / French / Bislama) Others	

16	Year (Yia) Start work	
17	Year (Yia) Finish work	
	TOTAL	

18	Marital Status	Single	Married	De-facto	Separated	Divorced
19	Educational level	Primary	Secondary	Tertiary	Vocational	No formal education

21	Religion (Tick / write)	Christian		Others	
-----------	--------------------------------	-----------	--	--------	--

14. Employer Details:

A	Family Name	
B	Middle Name	
C	First Name	
D	Address/ Location	
E	Email address	
F	Mobile/Tel:	
G	Name of Company	
H	Nature of Employment	

22. Days & Hours of Work, Wages, Salaries (Tick & Write)

				Amount				Amount
A	Trial		B	Hourly		C	Monthly	
D	Full-time/ Permanent		E	Weekly		F	Fixed	
G	Part-time (Half days)		H	Fortnight		I	Commissions	
J	Casual (2 – 3 days)		K	Daily		L	Piece work	

23	Work Days OR Nights (Shifts)	From	To	From	To	Total Hours
A	Monday					
B	Tuesday					
C	Wednesday					
D	Thursday					
E	Friday					
F	Saturday					
G	Sunday					
H	Offs					
	Total hours					

25. Please make a True and Clear Statement (Plis mekem wan tru mo klia complaint)

24. Provide copies of one your ID's below (Provaedem Kopi blong wan ID):

A	Birth certificate	
B	VNPF Card	
C	Driving license	
D	Passport	
E	1 Passport size photo	
F	National Identity Card	
G	Last 3 pay slips	
H	Written Contract	

I, _____ trust that the information given is true and correct. I know that incorrect and misleading information is an offence, which can lead to Cancellation or Prosecution. (Mi trastem se ol infomason mi raetem hemi tru mo I stret. Mi save se sipos mi kiaman mo kim misliding infomason hemi wan Offens I save lid iko long kanseleson mo prosekuson).

Signature of complainant:	
Date:	

--	--

27. Office use only**Confirmation of document received by the Industrial Relations Unit for the Department of Labour****Print Name:****Signature:****Date:****28. Record of Notice of Meetings**

NO.	Date	Notices of meetings	Outcomes	Review for next step
1				
2				
3				

29. Dispute Type

A	Individual	
B	Collective	
D	Dispute of Interest	
C	Dispute of Right	

30. Officers Remarks / Comments:
