

REPUBLIC OF VANUATU



DEPARTMENT OF LABOUR

Employment Services Unit: Complaint Form

- Please fill this form in or get someone to help you, then return to ESU either in person or by email: ESUcomplaints@vanuatu.gov.vu
- Please also attach a photocopy of your ID - one of: National ID card, passport, driver’s licence, birth certificate

Date you made this complaint		Marital status (married, de facto, divorced, single)	
Your name		Date of birth	
Are you male/female		Your email address	
What is your mobile phone number?		Identification type, please attach	
Your nationality		Your address	
Who is your complaint about (name)?		What is their relationship to you?	
Contact details of person complained about		Is this person a worker, agent, team leader, employer, other (please state who)?	
What is your preferred language?		What is the name of agent/employer (if relevant)	

What is your complaint about (please explain what happened)?

Continue complaint on separate sheet of paper if needed

Who was involved in the SITUATION you have complained about?

What have you done to try and resolve this situation so far? (e.g. court order, custom ceremony, complaint to Police/Chief/ Pastor etc)

What else are you planning to do? (e.g. complain to Police, involve Chief, resolve directly)

How do you want your complaint resolved? ***The worker has been warned. I just want this for information to the office and will be making a formal complaint in the near future.***

I consent to this complaint being shared with the Police Yes No

I, _____, *trastem se informesen mi kivim I tru mo I stret.*

Your signature: _____

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Date received by the Department: _____

Action/Response by the Department: _____

Complainant informed of outcome (date): _____ File closed (date): _____

Head of Department (signature): _____ Date: _____