



To: CWU Members

Bradford & District Amalgamated Branch  
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**Dear Colleague**

**APPLICATION TO AN EMPLOYMENT TRIBUNAL**

The following information is for members of the Branch who wish to take a complaint to an Employment Tribunal.

1. IT IS **YOUR** RESPONSIBILITY TO OBTAIN AND SUBMIT AN APPLICATION TO THE OFFICE OF EMPLOYMENT TRIBUNALS. THIS IS CALLED AN ET1 FORM. (Obtainable from Job Centres) and a booklet explains matters.
2. THERE IS A STRICT TIME LIMIT – 3 MONTHS USUALLY.
3. If you need Union assistance with your claim, you must contact your **BRANCH SECRETARY** bringing **all** relevant documentation. A copy of your ET1 form should be provided to the Branch.

- Name
- Address
- Telephone Number

Under no circumstances should members delay the submission of their applications to the Employment Tribunal Office

**Kind Regards**

**Branch Secretary**