

Employment Standards Tribunal

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Tribunal Stamp (office use only)

The *Freedom of Information and Protection of Privacy Act* applies to the Employment Standards Tribunal. The Tribunal collects personal information to process appeals under the *Employment Standards Act* and the *Temporary Foreign Worker Protection Act*. The Tribunal's Privacy Policy can be found on its website.

WHAT INFORMATION IS REQUESTED IN THIS FORM?Part A: Appellant Information

Current contact information for the Appellant. If the Appellant is self represented, the Tribunal will use the email or mailing address provided in this section to communicate with the Appellant about the appeal. The Tribunal requires the Appellant's contact information be provided even if the Appellant has a representative.

The Appellant must provide the Tribunal with written confirmation, including their signature, that they have authorized a person to represent them during the appeal process at the Tribunal. The signed authorization may be provided as a separate document or included in the submission.

Note: if the Appellant's representative is a lawyer in good standing with the Law Society of BC or a law society in Canada, the Tribunal will accept the lawyer's written notice to the Tribunal that they are representing the Appellant as written confirmation of representation.

Part B: Appellant's Representative Information

Current contact information for the Appellant's representative. If the Appellant has a representative, the Tribunal will use the email or mailing address provided in this section to communicate with the representative about the appeal.

The Tribunal will usually only communicate with a single person representing the Appellant unless expressly requested to do otherwise by the Appellant.

Part C: Appellant Demographic Information (optional)

The Appellant's demographic information includes information about indigenous identity, racial identity, and primary language. This information is confidential. The Tribunal wants to ensure that everyone can access and use its process. We will use this information to help us evaluate how the process works for different groups.

WHAT WILL THE TRIBUNAL DO WITH THIS FORM AND THE INFORMATION YOU PROVIDE IN IT?

The Tribunal will use the contact information you provide in this form to communicate with you or your representative, if applicable, about the appeal. If you provide the Tribunal with an email address, that will be the Tribunal's primary method of communication with you or your representative.

The Tribunal may provide the information in Part A of the Appellant Contact Information Form to the Director of Employment Standards. The Tribunal will not provide a copy of this Form to the Respondent(s) or their representative(s) unless required by law.

WHAT IF I NEED ASSISTANCE COMPLETING THIS FORM?

If you need assistance completing this form, please contact the Tribunal via telephone at 604-775-3512 or email at registrar@bcest.bc.ca.

Part A: Appellant Information

Tribunal communication sent to the Appellant’s or their representative’s email, fax, or mailing address is deemed to have been served on the Appellant or their representative. The Appellant or their representative must notify the Tribunal in writing of any change to the Appellant’s contact information.

1. Appellant Name

(The name should be the same as the answer entered at Question 1 on the Appeal Form.)

- The appeal is being filed on behalf of an employer or company named in the determination.

_____ Entity Name (business, organization)

- The appeal is being filed by or on behalf of a complainant or other employee served with the determination.

_____ Person First Name _____ Person Last Name

Title / Pronoun for these proceedings: Mr. / He
 Ms. / She
 Mx. / They
 Other: _____

- The appeal is being filed by or on behalf of a person, other than a complainant or other employee, who was served with the determination.

_____ Person First Name _____ Person Last Name

Title / Pronoun for these proceedings: Mr. / He
 Ms. / She
 Mx. / They
 Other: _____

2. Appellant contact information

Email address

Telephone

Cellular

Fax

Mailing address (Line 1)

Mailing address (Line 2)

City

Province

Country

Postal Code

3. Authorization of representation

- The Appellant has a representative and has included a signed authorization of representation in the appeal submission.

Part B: Representative Information**4. Who will represent the Appellant and communicate with the Tribunal about the appeal?**

- The Appellant will be self-represented (If you select this option, no further information is required in this section. You may proceed to Part C.)
- A lawyer
- A legal advocate (example: a person who works for a law clinic)
- A representative (example: manager, accountant)
- Other (example: a friend, family member) _____

5. Name of representative who will communicate with the Tribunal_____
Person First Name_____
Person Last Name_____
Organization name, if applicable: (example: law firm name)

Title / Pronoun for these proceedings:

 Mr. / He Ms. / She Mx. / They Other: _____**6. Representative's contact information and address for delivery**_____
Email address_____
Telephone_____
Cellular_____
Fax_____
Mailing address (Line 1)_____
Mailing address (Line 2)_____
City_____
Province_____
Country_____
Postal Code

Part C: Appellant Demographic Information

This section is voluntary. You can complete all, some, or none. Check all that apply.

The Tribunal wants to ensure that everyone can access and use its process. We will use this information to help us evaluate how the process works for different groups. Should you choose to provide it, your demographic information is confidential. We do not give it to the Respondent(s) or to the Director of Employment Standards. We may share statistics or “aggregated data” with the public.

Indigenous Identity

- First Nations
- Métis
- Inuit
- Indigenous
- Other: _____

Racial Identity

- Indigenous
- Black
- East Asian
- South Asian
- Latinx
- Middle Eastern
- White
- Mixed Race
- Other: _____

Primary Language

- English
- French
- ASL
- Chinese Traditional
- Chinese Simplified
- Punjabi
- Tagalog
- Farsi
- Korean
- Other: _____