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## **Employment Assistance Reporting Form**

### **General Information**

What is the nature of the problem or issue with the employee?

How would you like to resolve this?

Have you taken any action at this point?

### **Specific Information**

Provide any of the following as it applies to this matter

1. Is your agreement with your employee written or oral? Please send us a copy of your *signed/unsigned* written agreement and the additional contents of your employee file on this employee; If it is oral please describe the terms of your agreement as you understand it at this time;
2. What is the employee's start date?
3. What is the employee's job title?
4. Does the employee consider that he/ she has another job title? If yes, please provide it;
5. What is the person's salary?
6. List the approximate or actual dates of all raises and change of job title that the employee received from his/her start date to the present?
7. Have you dismissed the employee? If yes, please provide the dismissal letter and any reply from the employee.
8. If you wish to dismiss the employee please set out the reasons you feel give you legal cause to do so;
9. What response do you anticipate receiving from the employee in relation to each of the reasons you feel give you cause for dismissal?
10. What is your timing in relation to the proposed dismissal? If it is urgent please clearly indicate this on your reply.
11. Please provide any other information related to this matter that is not listed above.