

## EMPLOYER'S RESPONSE

*Please give dates in the following format: DD/MM/YYYY*

Please answer the following questions:

1. On what date did you receive the Union's written request under Schedule A1 for recognition?

2. Selecting one option only, did you:

- 1) Fail to respond to the request
- 2) Refuse the request
- 3) Refuse the request but indicated a willingness to negotiate

Please give the date of any response to the request and enclose a copy with this form:

3. Did you receive a copy of the application form (and any supporting documents) from the Union.

Yes                      No

If yes, please give the date you received these documents:

4. Had you and the Union agreed the bargaining unit before you received a copy of the application form from the Union?

Yes                      No

5. Following receipt of the union's request, did you propose that Acas be requested to assist?

Yes

No

If so, please give details of any contact with Acas.

6. Could you please state the number of workers employed by you and from the list below please tick what sector best describes the type of work done by the company:

**Number of workers:**

**Employment Sector (please tick as appropriate)**

- Agriculture, Mining and Fishing
- Manufacturing Food, Beverages and Tobacco
- Manufacturing Motor Vehicles and other Transport
- All other Manufacturing (including publishing)
- Electricity, Water and Gas
- Supply Construction
- Wholesale and Retail
- Hotels and Restaurants
- Transport, Storage and Communication
- Financial and Other Administration
- Public Administration
- Education
- Health and Social Work
- Other Community, Social and Personal Services
- Other Industries

If "Other" please specify:

7. How many workers are in the bargaining unit as defined in the Union's application?

8. Is there an existing agreement for recognition in force covering workers in the proposed bargaining unit?

Yes                      No

If so, answer questions (a) - (e):

a) please give the date of the existing agreement:

(and, if different) the date on which it came into effect.

b) is the agreement in writing?                      Yes                      No

if 'YES', please supply a copy of the agreement. If the agreement is oral, please supply a copy of all documents evidencing its existence and/or its terms.

c) Is the other party to the agreement a union?

Yes                      No

If yes, is that union entitled to conduct collective bargaining on behalf of any workers in the relevant bargaining unit? Please give brief details.

d) Does the recognised union have a certificate of independence?

Yes                      No

e) Has the agreement continued to be in effect since it was made?

Yes                      No

If no, what is the date it ceased to have effect?

9. Do you agree with the Union's estimate of membership in the bargaining unit given in the application?

Yes                      No

10. If the application is made by more than one Union and you wish to put forward a case that they will not co-operate with each other, please give reasons.

11. Are you aware of any previous application for statutory recognition made by this Union in respect of the same or a similar bargaining unit?

Yes                      No

If yes, please give brief details.

12. Have you received any other applications for statutory recognition in respect of any workers in the proposed bargaining unit?

Yes                      No

If yes, please give brief details.

13. Do you consent to your contact details being forwarded to Acas so that a conciliator may assist the parties in this matter?

Yes                      No

14. Please indicate your position with the Employer:

Signed:

Date:

## Further guidance

Please note that the information on this form will be used by a CAC Panel in deciding only whether a union's application should be accepted.

The [CAC website](#) contains a detailed guide to the legislation and the full text of published CAC decisions.