Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa
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www.mcil.gov.ws
Please address all correspondence to the Chief Executive Officer
P.O Box 862, Level 4 ACC House Apia SAMOA

LABOUR AND EMPLOYMENT RELATIONS GRIEVANCE FORM
(PEPA FAATUMU MO TALOSAGA FAASEA O MATAUPU TAU LEIPA MA GALUEGA)

Date of complaint registration ***(Aso ua faaulu mai ai le faasea)***: ___ / ___ / ___

EMPLOYEE/COMPLAINANT DETAILS (FAAMAUMAUGA A LE O LOO FAASEA)	
Full Name of Complainant ***(Suafa atoa o le e ona le talosaga)***	
Date of Birth ***(Aso Soifua)***	
Gender ***(Kenera – Alii/Tamaita'i)***	
Village ***(Nu'u)***	
Contact number(s) ***(Numera Telefoni)***	

EMPLOYER DETAILS (FAAMAUMAUGA O LE FALE FAIGALUEGA)	
Name of Business/Organisation ***(Igoa ole Pisinisi/Faalapotopotoga)***	
Name of General Manager ***(Suafa atoa o le e ona le Galuega)***	
Address of Employer ***(Tuatusi ole Fale Faigaluega)***	
Contact number(s) ***(Numera Telefoni)***	
EMPLOYEE EMPLOYMENT HISTORY (TALAAGA O LE SOIFUA GALUE A LE O LOO FAASEA)	
Do you have an Employment/Contract Agreement? ***(E iai sau Maliega/Konekarate Fa'a-le-galuega?)***	☐ Yes/Ioe ☐ No/Leai
Position held by complainant ***(Igoa o le avanoa faigaluega)***	
Tick type of employment ***(Togi le tulaga faigaluega)***	☐ Piece worker ***(Galuega Fai Vaega)*** ☐ Part-timer ***(Galuega Faavaitaimi)*** ☐ Permanent – full time ***(Galuega Tumau)*** ☐ Contract Employment – Manager / Supervisor ***(Galuega Faakonekarate - Tulaga Faa-Pule o Galuega)***
Start Date ***(Aso na amata ai)***	
End Date ***(Aso Na Faamuta ai)***	
Rate of Pay ***(Totogi)***	Hourly ***(Itula)***: $_____ Weekly ***(Vaiaso)***: $_____ Fortnightly ***(Lua Vaiaso)***: $_____ Annual ***(Tausaga)***: $_____
Terminated OR Resigned ***(Faamalolo pe na Faamavae)***	

COMPLAINANT STATEMENT

(FAAMATALAGA A LE O LOO FAASEA)

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Print Name: _____ Signature: _____

(Igoa) ***(Sainia)***

Date: ___ / ___ / ___

(Aso ua sainia):

OFFICE USE ONLY

Type of complaint:

Industrial Grievance (Individual) ☐

Industrial Dispute ☐

Tick appropriate box for the next action to be taken by the Labour Inspector:

Advise ☐

Preliminary assessment ☐

Other ☐

If you tick advise, note advise provided to employee and close case:

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