

RECEIVING THE APPLICATION

Unions must use an “Application for Certification” form. Application and petition forms are available in the Board’s offices. Board officers check each application. Pay particular attention to:

- **Local Trade Union Information:** Name of union, local number, mailing address, phone and fax numbers, and name of contact person for the application.
- **Employer Information:** Legal name of employer, mailing address, phone and fax numbers, common employer name (if different from legal name), and name of contact person.
- **Bargaining Unit Applied For:** The applicant must identify the bargaining unit sought. See: [[Appropriate Bargaining Units, Chapter 22\(b\); Information Bulletins #9, 10 and 11](#)].
- **Particulars:** Ensure the applicant answered the questions in this section on Page 2.
- **Signatures:** The applicant must sign and date the form on page 2. The union organizer must also sign and date the Declaration of Union Organizer on Page 3.
- **Proof of Support:** Evidence of support **must** accompany the application. If it does not, do not accept the application. Support may be membership cards and membership records (which can be combined) or petition signatures. Check that the applicant has provided an estimate of the number of employees in the unit applied for. Ensure the totals add up.
- **Worksite Information:** Be sure the applicant has provided a list of worksites on Page 4.

INCOMPLETE APPLICATIONS

Officers neither act as advocates nor are to be seen as such. Officers do, however, ensure that forms are properly completed. Discuss any problems with the applicant. Allow them to make any necessary changes to the application (but not the evidence). The applicant must initial any changes made.

ACCEPTED APPLICATIONS

When the applicant has completed the form properly, initial it and date and time stamp on Page 2 and 3 in the areas marked “For Board Use Only.” Create a process file in the database.

SCHEDULING A HEARING

Upon accepting an application, check the hearing calendar. Select a hearing date that is approximately 10 working days from the date of application. See: [[Hearings, Chapter 34\(a\) and \(b\)](#)].