

RECEIVING THE APPLICATION

Employees must use the Board's application form. Other parties make application by letter. Board officers check each application for completeness. Particular attention is paid to:

- **Local trade union information:** Name of union, local number, address, phone and fax numbers and name of contact person for the application.
- **Employer information:** Legal name of employer, address, phone and fax numbers, common employer name (if different from the legal name), and name of contact person (if known).
- **Bargaining unit information:** If the applicant provides the bargaining unit description and certificate number, check it against the database.
- **Particulars:** If the applicant is a trade union, an employer, or a former employer, ensure they provide specific information about the history of collective bargaining between the parties.
- **Signatures:** The applicant must sign and date the application. For employee applications, the contact or spokesperson must sign a Declaration of the Contact Person and Spokesperson.
- **Proof of support:** Evidence of support **must** accompany an employee application. Make sure the applicant shows the number of petition forms and the total number of signatures. Check that the applicant has estimated the total number of employees in the bargaining unit. See: [[Petition Evidence, Chapter 23\(g\)](#)].

INCOMPLETE APPLICATIONS

Officers neither act as advocates nor are to be seen as such. Officers do ensure that forms are properly completed. This ensures applications are processed quickly. Discuss any problems with the applicant. Have them consider making and initialing changes before accepting the application.

ACCEPTED APPLICATIONS & CREATING A FILE

When the application is properly completed, initial and date and time stamp it. Create a process file for the application. Enter the application in the database.

SCHEDULE A HEARING

Select a hearing date 10 working days from the application date. See: [[Hearings and Scheduling, Chapter 34\(a\)](#)].