



Employment: Rogue Employee - Client Questionnaire

Thank you for contacting Curzon Green Solicitors.

Please answer the questions in the boxes below as far as possible. The information you provide will allow us to consider your case.

The questionnaire also allows us to keep all the key information together in one document – this will save us and you time in the long run.

Name	
Name of the employer/organisation	
Address	
Telephone	
Email address	
How did you come to hear about us?	
Name, address and email address of employee/other party (the person you are claiming against)	
When did the employee start work?	
When did the employee's employment end? (If applicable)	
If the employment has not ended, is the employee in a period of notice and, if so, when will that end?	
What is/was the employee's job role/title?	
How much was the employee earning in this role? Please confirm the monthly or yearly gross salary. Please also state any payments for overtime, commission or bonuses which the employee received	

If the employment has ended, did the employee work (or were they paid for) a period of notice?

If so, how many weeks, or months' notice did they work, or were they paid for?

Please provide a brief summary of the complaint giving details of the following:

- Circumstances of the issue which has arisen with the employee;
- If the employee's contract of employment has been terminated, please provide:
 - Circumstances of the employee's departure;
 - How the employee's contract was terminated;
- Details of the unlawful conduct committed by the employee (i.e. has the employee taken confidential company information? If so, how was this done? Has the employee subsequently utilised this confidential information? If so, how? Do you have any evidence?)
- Whether the employee is subject to any restrictive covenants. (These are usually set out in the contract of employment; please send a copy of the employment contract)
- Whether the employee signed any undertakings. If so:
 - When were these signed?
 - Who were they returned to?
 - Do you have a copy?
- Whether there has been any contact with the employee after the discovery of the unlawful behaviour.

Please explain the impact this breach has had on the employer. (i.e. Has there been any financial implications/detriment to the business, such as a loss of contract, a client going to a competitor or another employee leaving to join forces with the relevant employee.)

Please confirm the outcome and/or assistance you are seeking (such as initial advice on your position, drafting of legal correspondence, commencement of legal action or something else).

Please provide any additional information which you consider to be relevant.

Once you have completed this questionnaire, please return it to us by email or post, along with any other attached documents which you consider are relevant to the case, such as:

- **evidence of any breach(es) such as: email correspondence, spreadsheets, list(s) of stolen data or confidential information, etc;**
- **the employment contract, including any restrictive covenants entered into by the relevant employee;**
- **a copy of any undertakings given to or signed by the employee;**
- **a list of any relevant clients or competitors approached by the employee or which the employer wants to protect;**
- **any dismissal letter; and/or**
- **Any correspondence between the employer and employee since the breach(es)**

We look forward to hearing from you.

High Wycombe Office
114-116 Oxford Road
High Wycombe
HP11 2DN
(T) 01494 451355

London Office
40 Gracechurch Street
London
EC3V 0BT
(T) 0203 440 3705