



ARTICLE 16

DATE: _____ **TIME OF MEETING:** _____

EMPLOYEE INFORMATION	UNION & COMPANY INFORMATION
<p>MEMBER NAME: _____</p> <p>EMPLOYEE NUMBER: _____</p> <p>SENIORITY DATE: _____</p> <p>STATUS: <input type="radio"/> PART TIME <input type="radio"/> FULL TIME</p> <p>EMAIL ADDRESS (NOT AC): _____</p> <p>PHONE NUMBER (CANADIAN NUMBER): _____</p>	<p>UNION REP: _____</p> <p>DURING INVESTIGATION REMEMBER THE 5 W'S: WHO / WHAT / WHEN / WHERE / WHY</p> <p>MANAGER(S): _____</p> <p>LOCATION OF MEETING: _____</p>

NOTES: *(Please initial speakers on notes)*