**If you require any assistance in completing this form, please contact Human Resources.**

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| **Personal Details** | |
| Name | Employee Number |
| Department | Contact number or email |
| **Trade Union Details** (You are advised to contact your Trade Union before submitting this form.)Including name of Trade Union and Representative **N.B.**  **InIn** | |

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| **Informal Resolution** |
| Please specify any informal steps taken to resolve your grievance or why you did not consider this appropriate: |

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| **Grounds of Grievance/Grievance Appeal** |
| **Please state the grounds of your grievance or appeal, in your own words.** |
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| **Use a separate sheet if necessary** |

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| **Resolution sought** |
| Please specify your desired outcome from the grievance process: |

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| Signature: | Date: |

Privacy Statement

* The Council processes your information in accordance with data protection legislation.
* We use this for processing your appeal and keep it for 7 years after you leave unless your post requires a PVG membership where we keep it for 25 years after you leave
* We also use this for monitoring and recording purposes
* You can find full details here [www.falkirk.gov.uk/privacy](http://www.falkirk.gov.uk/privacy)