# APPENDIX 2 – STAGE 1 FORMAL GRIEVANCE FORM

*Note: You should always try to resolve your grievance informally before invoking the formal process.*

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| Full Name: |  | School: |  |
| Post Title: |  |  |  |
| State the reason for your grievance. Continue on a separate sheet if necessary. |
| What informal steps have been taken to resolve your grievance before invoking the formal grievance procedure? |
| Who was your grievance raised informally with? |
| Why are you unhappy with the outcome? |
| Name any witnesses to the matter complained about: |
| What solution are you seeking? |
| Please confirm the name of your Trade Union representative or work colleague who will accompany you along with the names of any witnesses you would like to be called on your behalf: |
| *Employees should be aware that their personal information including possible sensitive information will be shared with their nominated representative unless their permission is formally withheld.* |
| Signed: |  | Date: |  |