**APPENDIX A: Stage 2 Employer Complaints Form**

**FORM for the submission of an EMPLOYER COMPLAINT under Stage 2 of the Employer Complaints Procedure only**

This form should be used by employers wishing to raise a Stage 2 complaint.

*Please submit this form to* *complaints@stmarys.ac.uk* *as soon as is possible after the issues have arisen and only after attempts to resolve this issue have been exhausted under Stage 1 of the process.*

Please complete all sections of this form, and ensure it is signed and dated before submitting it. Please ensure that a senior manager from your business/organization/company is aware of the submission of this Stage 2 complaint, and provide their details.

# Your Contact Details:

|  |  |
| --- | --- |
| **Title: (e.g. Mr/Mrs/Miss/Ms/Dr)** |  |
|  |  |
| **First Name:** |
|  |
| **Surname: (i.e. Family Name)** |
|  |
| **Contact Address:**  |
|  |
| **Postcode:** |  |
| **Preferred Contact Telephone Number:** |  |

|  |
| --- |
| **Alternative Contact Address: (out of Semester)** |
|  |
| **Postcode:** |  |
| **Email Address:** |  |
| **Name of Employer organisation/company** |
|  |
| Is a senior member of management in your organization/company aware that a Stage 2 complain is being submitted? (Please tick) |
| Yes | No |
| Name of the senior manager concerned: |  |
| Contact telephone number (mobile preferably) |  |

**Grounds for your Employer Stage 2 Complaint:**

**Please use the box below to provide a summary of the grounds for your Stage 2 Complaint**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Making your Case for your Stage 2 Complaint:**

|  |  |  |
| --- | --- | --- |
|  | On a separate sheet, please set out the main points of your complaint, including the notification of the outcome of your Stage 1 Complaint.Please ensure you attach/enclose hard copies of any supporting evidence you wish to be considered as part of your Stage 2 Complaint. |  |

**Resolution of your Stage 2 Complaint:**

**Please indicate below what outcome you would be seeking in order to resolve your complaint**

|  |  |  |
| --- | --- | --- |
|  |  |  |

The University will treat any personal information which is received in the course of dealing with your complaint as confidential. Such information will be kept, used and shared, where necessary and appropriate with other members of staff, only for the purpose of investigating and determining the outcome of your complaint. The employer is advised to keep a copy of all correspondence for their records.

**Signature:** ……………………………………………….. **Date:** …………………………

This completed form should be submitted with your supporting statement and any documentary evidence to complaints@stmarys.ac.uk if you require any further information.