**Complaint Form**

**Details of the person making the complaint**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| Address: |  | | | | |
|  |  | | | | |
| Postcode: |  | Telephone: |  | Mobile: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Status (Tick 1 box) | Employee |  | Trainee |  | Contractor |  | Member of Public |  |
| Temporary Worker | |  | Permanent Candidate | | |  | Hirer / Customer |  |
|  | | | | | | | | |
| **Details of Complaint** | | | | | | | | |
| **In the event of a complaint please include; What it the nature of the complaint, the circumstances in which the complaint arose and an outline of the events complained of.** | | | | | | | | |

Continue on a separate sheet if necessary

**Action Proposed / Taken to Prevent a Similar Incident (Office Use Only)**

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|  |

**Details of the person dealing with this complaint**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| Address: |  | | | | |
|  |  | | | | |
| Postcode: |  | Telephone: |  | Mobile: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |