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**MERIT PROTECTION BOARDS**

**APPLICATION FOR GRIEVANCE REVIEW**

Appellant Details

**Record Number:**  **Gender:** Select gender

**Last Name:** Click or tap here to enter text. **First Name:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Phone (BH):**  **Phone (AH):** 

**Mobile:**  **Email:** Click or tap here to enter text.

Employment Details

**Classification:** Select classification **Employment Status:** Select employment status

**Work Location Name** *(business unit, school):*Click or tap here to enter text.

**Region:** Select Region **Work Phone:** 

**Is this your base location?** Please select applicable option. If no, please provide details of your base location.

**Base Location Name:** Click or tap here to enter text. **Region:** Select Region

**Base Postal Address:** Click or tap here to enter text. **Postcode: **

**Base Phone:** 

Grievance Type

Select Personal/Selection

Position Details for Selection Grievance

**Position No:** 

*(please show the number of the advertised vacancy for which you seek a review)*

**Position Classification:** Select classification **Position Title:** Click or tap here to enter text.

**Name of Provisional Nominee/Transferee:** Click or tap here to enter text.

*(applicable to selection grievances only)*

Respondent/Decision Maker Details

**Grievance Location** *(business unit, school)* Click or tap here to enter text.

**Name and title of the person who authorised or took the action:** Click or tap here to enter text.

**Date of the action taken (or when you first became aware of the action)** Click or tap to enter a date.

Agent Details

**Do you wish to appear in person?** Select Yes/No

**Will you be accompanied by an agent?** Select applicable option.

**Agent’s Name:** Click or tap here to enter text. **Agent’s Organisation:** Click or tap here to enter text.

Decision or Action You Want Reviewed

Click or tap here to enter text.

Grounds for Review *(please provide details)*

Please select one option from the drop-down lists below.

**Teaching Service** (Executive Class, Principal, Teacher, Education Support)

**Personal:** Select applicable option

**Selection:** Select applicable option

**Non-Teaching Service** (Executive Officer, VPS, Allied Health, Nurse)

**Personal:**  Select applicable option

**Selection:** Select applicable option

**Please provide a brief description:** Click or tap here to enter text.

The Outcome You Seek from the Review

Click or tap here to enter text.

**Signature**:  **Date:** Click or tap to enter a date.

Teaching Service grievances must be lodged within **14 calendar days** of being notified of the decision.

Public Service selection grievances must be lodged within **7 calendar days** of being notified of the decision.

Public Service personal grievances must be lodged within **28 calendar days** of being notified of the action/decision.

*Please note a copy of this application and accompanied documents may be provided to the parties named and to the Board.*

This Application for Review is to be sent to:

The Registrar

Merit Protection Boards Enquiries: The Registrar

Level 4, 2 Lonsdale Street Telephone: (03) 7022 0040

MELBOURNE VIC 3000

Website: <https://www.vic.gov.au/merit-protection-boards> Email: [meritboards@education.vic.gov.au](mailto:meritboards@education.vic.gov.au)

The Merit Protection Boards (MPB) will use the information collected on this form for the purpose of assessing, managing and responding to a grievance. This includes, however is not limited to, such activities as determining the Board's jurisdiction to hear a matter, scheduling of hearings and preparing a Board for the hearing. The MPB will use or disclose personal and health information for the purpose for which it was collected such as preparing Board members for a hearing or communicating Board decisions to the appellant and their representative at the hearing (if any); the decision maker and their representative at the hearing (if any); the Secretary of the Department; the Executive Director, Schools Human Resources (Teaching Service grievances only) and the Executive Director, People, Strategy and Operations (VPS) (Public Service grievances only). Your comment will be sought if your data is to be used for purposes other than addressing the grievance process unless authorised or required by law. Your information is kept secure and confidential and managed in accordance with the *Privacy and Data Protection Act 2014* and *Health Records Act 2001*.

For more information regarding how information is handled, refer to <https://www.vic.gov.au/department-of-education-privacy-policy>.