

<b>Appeals Reference Number</b> (Official Use Only)	
---	--

**HIGHLAND COUNCIL**  
**JOB EVALUATION SCHEME**

**APPEAL AGAINST INITIAL EVALUATION OF JOB**

You may only appeal on the basis that your job has been:

- matched to the wrong Service Group; and/or
- matched to the wrong level within the Service Group; and/or
- allocated the wrong factor levels

**1. YOUR DETAILS**

Full Name:	NI Number:
Work Location:	Contact Tel. No:
Previous Job Title:	
New Job Title:	
Previous Grade:	New Grade:

**2. YOUR GROUNDS FOR APPEAL**

	Please Tick
Matched to the Wrong Service Group	
Matched to the Wrong Level	
Allocated the Wrong Factor Levels	

**3. WHAT TYPE OF APPEAL IS THIS?**

	Please Tick
Single (i.e. Your Job Only)	
* Group	

\* You must List the Names of the Other Employees Who are Covered by the Group Appeal

- 4. You can continue on a separate sheet if required and can provide supporting documentation for your appeal**

Please set out the details of your appeal	
Signature:	Date:

**Please send this form to your Line Manager when you have completed Sections 1 to 4.**

