# Civil Service Appeal Board -

# Notification of Intention to Appeal

Please fill in the form with a **black** ink and use **capital** letters.

Personal details

Title:

Surname:

Forename:

Home Address:

Post Code:

Contact Number:

Mobile:

Email Address:

Date of Birth:

Employment details

Employing Department or Agency:

Address and postcode of the office you worked in:

Your staff number:

Date you joined the civil service:

Civil Service Pension Scheme you paid into:

Last day of service on your dismissal letter (if applicable):

Your grade on your last day of service:

Type of appeal \*Please select one [ x ]

\*Non-payment of compensation or the amount of compensation paid (if less than 100%) on dismissal from the civil service on inefficiency grounds for unsatisfactory attendance or poor performance.   
**Please provide a copy of your decision letter and appeal decision letter with this form – your appeal may be delayed if you don’t provide the letter.**

\*Forfeiture of superannuation.

\*Refusal of permission to participate in political activities.

If you are appealing against the level of **compensation,** please confirm the reason your employment ended and the percentage level of compensation awarded.

What was the date of the decision you are appealing against?

Who was the decision maker? Please tell us their name, office address and postcode.

Title:

Surname:

Forename:

Office Address:

Post Code:

Have you or do you intend appealing internally against this decision? Yes / No

(By doing so you may be able to resolve this issue without asking the board to review your case).

If yes, has the internal appeal started? Yes / No

What was or will be the internal appeal meeting date?

If you are not appealing internally, please say why.

Are you a member of a Trade Union? Yes / No

Do you have a TU representative? Yes / No

**Details of your TU representative**

Title:

Surname:

Forename:

Contact Address:

Post Code:

Contact Number:

Mobile:

Email Address:

Please email this notification of intention to appeal and a copy of your decision letter to: [ccas.civilserviceappealboard@dwp.gov.uk](mailto:ccas.civilserviceappealboard@dwp.gov.uk)

**When we get your notification, we will write to you about the next steps.**