

South Dublin County Partnership Customer Complaint Form

Simply complete this form and send it to:

South Dublin County Partnership Complaints
County Hall, Block 3
Belgard Square North
Tallaght,
Dublin 24.

If you would like help in completing this form please ask any member of staff or call reception:

Tallaght Office Tel. 01 - 464 9300
Clondalkin Office Tel. 01- 450 8748

Personal Details			
Name:			
Address:			
Telephone (Home):		Mobile :	
E-mail:			
How would you like us to contact you? Please tick (√)	Phone: <input type="checkbox"/>	Letter: <input type="checkbox"/>	E-mail: <input type="checkbox"/>
Are you the person affected by the complaint?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
If no, are you:	Parent : <input type="checkbox"/>	Friend : <input type="checkbox"/>	Other: <input type="checkbox"/>
If you selected other please specify : Example: Sister, Brother, Guardian			

If you are acting on someone's behalf, please provide his or her details:			
Name:			
Address:			
Telephone (Home):		Mobile :	
E-mail:			

Have you raised your complaint before:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes please attach any documentation from your previous contact:		
For NEW complaints please tell us what happened, who was involved, when and where did it happen. Please state the complaint clearly use separate sheet if needed		
What would you like to see happen as a result of your complaint - attach a separate sheet if needed		

What to expect

SDC Partnership takes complaints seriously; we will contact you within seven working days of receiving the complaint, meet with you and discuss your complaint. Your information will be treated in confidence. Thank you for bringing the matter to our attention.

For internal use only

Date:		Complaint opened by:	
Position:			
Summary of advice given to complainant on initial contact:			
Nature of complaint			
Office/Service:			
Please tick as appropriate:			
Community Development Supports Local Employment Services Job Club Life Long Learning TUS supports Community Employment supports Reception Tallaght Reception Clondalkin Other (please specify)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>	
File path stored:			
Doc type:			
Created on/by:			
Reviewed by:			

