

EMPLOYMENT QUESTIONNAIRE
PERSONAL AND CONFIDENTIAL

1. Name: _____ Date: _____
2. Home Address: _____
3. City: _____
4. Home Telephone: _____
5. Home Address of **Present Employer**: _____
6. Type of Business: _____
7. Starting Date _____ Present Position: _____
8. Person to contact if you are unavailable, Name: _____
9. Telephone: _____
10. Who referred you to our office? _____
11. Date of Birth: _____ Social Security Number: _____
12. Name of employer who terminated you unfairly: _____
13. Address where you worked: _____
14. City: _____ Zip Code: _____ Telephone: _____
15. What kind of business is the employer in? _____
16. How many employees work in the company: _____
17. How long did you work there? _____
18. What date did you begin and what was your first position? _____

19. Who hired you? _____
20. What was said about your terms of employment when you were hired? _____

21. In accepting the job did you: Relocate? _____ Give up a good position? _____
Rely on promises that were not kept? _____
22. What date did you stop working for this company? _____
23. What was the last position you held with the company? _____
24. How many promotions did you receive from this employer? _____
25. For each position held by this employer, state the name of the position and the dates of holding the same: _____

26. What was your first salary or wage or annual earning (if you were on a commission basis) paid by this employer? _____
27. How many raises did you earn at this company? _____

28. Were any of these merit raises? _____
29. What was your last salary or wage or annual earnings at this employer (if you were paid on a commission basis, state your annual earnings): _____
30. Did you ever receive a monetary bonus at this company? _____
if so, how much and what was it for? _____

31. Name and title of your last supervisor: _____
32. When did this person become your supervisor? _____

33. Did your employer have regular procedures for Evaluations ? _____

34. Does this employer have written personnel policies or procedures? _____
35. Does this employer have a written list of rules and regulations? _____
36. Did you ever receive an employee handbook? _____ If not, does this employer have such a handbook ? _____ Have you obtained a copy? _____
37. Does the company give performance evaluations ? _____
38. How have your performance evaluations been? _____
39. Did you ever receive anything in writing which said that you were doing or had done a good job ? _____
40. Did anyone ever tell you that you had done or were doing a good job ? _____
if so, who told you, what was said, and when ? _____

41. Did you ever receive any criticism, reprimands, or performance warnings (oral or written) ?

42. If so, what did you receive, when, from whom, and what was said ? _____

43. Have you ever seen your personnel file? _____

44. Did your employer ever make oral or written promises, such as:
- Not to terminate except for some express reason? _____
 - That you would have a future with the company ? _____
 - That you would be promoted based on certain performance ? _____
 - That there were certain terms to your employment? _____
 - That you would have certain compensation/benefits ? _____

Describe: _____

44. On behalf of the company, did you ever train or help to train others? _____

45. Did you ever attend trade or professional or industry meetings on behalf of the company?

46. Were you ever written up favorably in either a company newsletter or public newspaper?

47. In your last position with the company, how many people did you supervise? _____

48. Did you have a written contract of employment with this company? _____

49. Did you have a stock option agreement? _____

50. When you were first hired, were you given any paper or letter confirming your hiring? _____

51. On this job, were you ever suspended? _____ Put on probation ? _____

52. When did you first learn that things were not going well on the job ? _____

53. How did you first learn that things were not going well ? _____

54. Before you were terminated, were you told specifically that your job was in danger ? _____
55. Before you were terminated, did you ever make any complaint to higher management or make any attempt to straighten out the problem ? _____ if so, to whom did you speak when, what did you say and what was the outcome ? _____
- _____
- _____
- _____
- _____
56. Dose the company have a grievance or complaint procedure ? _____
57. Before you were terminated, did you file a complaint or grievance? _____
- If so, when, to whom, and what happened ? _____
- _____
- _____
- _____
58. Were you fired ? (Note? :the word "Fired" here includes firing layoff, reduction in force, termination or any similar word). _____
59. What are the name(s) and title(s) of each person who notified you that you were being fired?
- _____
- _____
60. On what date were you notified that you were to be fired ? _____
- When was your termination to be effective ? _____
- When did the termination actually become effective ? _____
61. State the name and job titles of each person present at the time you were told you were being fired: _____
62. Where were you when you were told you were being fired? _____
- _____
63. Were there any other persons who saw or overheard you being fired? _____
64. Were you forced to resign or quit ? _____
65. Did you give written notice of resignation ? _____
66. Who (name and title) forced you to resign ? _____
67. What circumstances forced you to resign ? _____
68. At the time of your termination, how was the company doing financially ? _____
- _____
69. At or around the time of your termination, were any other employees terminated ? _____
- _____

70. In the past three years you were with the company, approximately how many layoffs were there ? _____

71. What are the name (s) and job title (s) of the person(s) who made the decision to terminate your employment ? _____

72. What reason was given by the employer for your termination ? _____

73. Name (s) of person(s) who gave you this reason: _____

74. What do YOU think was the REAL reason for you termination ? _____

75. Exactly what facts lead you to believe what the real reason was ? _____

76. What incident(s)/circumstance(s) triggered the termination ? _____

77. Was there an investigation of the incident(s)/circumstance(s) ? _____

78. What witnesses are favorable to you ? _____

79. What witnesses are unfavorable to you ? _____

81E Other reason ? _____

82. Did the employer ever treat you or others unfairly ? _____

83. Did the employer interfere with your private life ? _____

Explain: _____

84. Did the employer interfere with your freedom of speech ? _____

85. Did the employer retaliate for criticism of employer? _____

86. Did the employer commit other acts that were harmful to your rights ? _____

87. Did you file a complaint with: _____

EEOC? _____ When ? _____

Case Number: _____

88. Do you have a copy of your complaint ? _____

89. Have you received a RIGHT TO SUE letter? _____ when is the letter dated? _____

Copy enclosed ? _____

90. After you were terminated, did you ever make any complaint to higher management or make any attempt to straighten out the problems? _____ If so, to whom did you speak, when what did you say and what was the outcome ? _____

91. After you were terminated, did you file a complaint or grievance ? _____

92. On this job were you a member of a union ? _____

93. Have you filed a union grievance ? _____

94. What happened ? _____

95. Since your termination, have you talked to anyone who still works at the company ? _____

If so give complete details (who, when, who said, etc.) _____

96. Since your termination, has there any written communication between you and anyone who still works at the company ? _____ If so, give the complete details(who, when, what) and attach copies of letters: _____

97. Since your termination, have you told anyone that you were thinking of taking legal action against the company ? _____ If so, who, when and what did you say ? _____

98. Since your termination, has any lawyer called or written or contacted in any way the company on your behalf ? _____ If so, when and What was said or written (enclose copies):

99. Do you still have friends who work at the company ? _____ if so, give their names, titles and home addresses and telephone numbers: _____

100. Did anyone replace you in your last position with the company ? _____

If so, do you know who? _____

101. Did you apply for unemployment benefits ? _____ When ? _____

102. Did you get your benefits? _____

103. Did your employer oppose your application for benefits? _____

104. Did anyone appeal the initial decision of the unemployment office? _____

105. Was a hearing held before a Judge? _____

106. Has there been a decision? _____

107. Do you have a copy of the decision? _____

108. On what date was the decision mailed to you? _____

109. Give the names, titles and cities of residence of each person (s) responsible for your termination: _____

110. What disagreements or disputes have you had with these people ? _____

111. Why do you think these people are responsible for your termination ? _____

112. Have these people ever made detrimental remarks about you or to you? _____

If so, who said what and when? _____

113. State the name, address and telephone number of each person who witnessed anything having to do with your termination, etc., other than those above: _____

114. Have you consulted any other attorneys about this matter ? _____
Name(s) and telephone number(s)? _____

115. Have you ever filed any case or charges or made any claim against this employer (other than anything stated above in this questionnaire)? _____

116. Have you ever filed any case or charges or made any claim against any employer other than the employer against whom you are complaining here? _____
117. Other than anything described above, have you ever had a serious dispute with any employer? _____
118. Have you been involved in any legal dispute, insurance claim, accident claim, lawsuit or anything similar not described above? _____
119. How long have you been (or were you) out of work? _____

120. Describe each and every financial or monetary loss (besides loss of salary) which was caused by your termination, giving type of loss, amounts, etc.: _____

121. What is your present source of support? _____

122. Are you in any danger or defaulting on financial obligations? _____

123. Are you presently employed in a comparable position? _____
124. What other types of harm or loss has your termination caused you or your family? _____

125. What else has resulted from your termination that you have not described above? _____

126. Have you sought medical, psychological, or other treatment or counseling as a result of your termination ? _____

127. Present marital status: _____

128. Are you responsible for the care of any children or other family members ? _____

If so, who and what ages? _____

129. With whom do you live? _____

130. Have you discussed this complaint against your employer with your spouse or other family member or friends ? _____ If so, whom ? _____

131. If we accept a case for you, what do you hope to accomplish? _____

132. Is there any other information that you think is pertinent? _____

ISSUE SUPPORT LIST

Race Discrimination An employer cannot discriminate against you based upon your race. List every way in which they treated you unfairly based on your race. Provide names of person involved. Show why this played a role in your termination or layoff. List the date, time and person who performed the discriminatory action and who you complained to in each incident.

DATE	LIST EACH DISCRIMINATORY ACT	WITNESS/DOCUMENT
1.		
2.		
3.		
4.		
5.		

6.		

Use a Separate Sheet for Further Information

ISSUE SUPPORT LIST

RETALIATION based on: _____

An employer cannot retaliate against you for doing certain things you have a legal right to do. List every way in which they retaliated against you or treated you unfairly based on the above action. Provide names of person involved. Show why this played a role in your termination or layoff. List the date, time , and person you complained to in each incident.

DATE	LIST EACH DISCRIMINATORY ACT	WITNESS/DOCUMENT
1.		
2.		
3.		
4.		

5.		
6.		
7.		

Use a Separate Sheet for Further Information

ISSUE SUPPORT LIST

AGE DISCRIMINATION. An employer cannot discriminate against you based upon your age. While an employer can choose to fire an older worker over a younger one based upon the older worker's higher pay, age cannot be a factor in the decision to terminate. List every way in which they treated you unfairly based on your age. Provide names of person involved. Show why this played a role in your termination or layoff. List the date, time, and person who performed the discriminatory action and who you complained to in each incident.

DATE	LIST EACH DISCRIMINATORY ACT	WITNESS/DOCUMENT
1.		
2.		
3.		
4.		

5.		
6.		

Use a Separate Sheet for Further Information

ISSUE SUPPORT LIST

DAMAGES Show all aspects of your damages to help accomplish our goal to cause our opponent to 1) **Emotion** understand your suffering 2) **Logically** agree that our demand is consistent and reasonable given your expressed damages.

Identify all witnesses and attach all documents and bills to support your damage claims. Explain FULLY and give all details on EACH item. Do not just circle or check an item. Use other sheets to explain Everything. We will send these back to you if what you have stated is not completely clear.

A. Wage Loss:

1. Job search efforts: Resumes sent out _____, Interviews _____, Outplacement Services_____, Daily review of newspapers, hours spent daily searching for a job_____, All other efforts

2. Job search duration estimate: _____ Months. Explain reasons it will take so long: _____

3. Wages and benefits owing UP TO termination date: \$_____ Explain:_____

4. Future wage benefit loss FROM termination date. Fully explain each item.

Wage / Benefit	Former Job	New/ Anticipated job (Estimate)
a) Gross Monthly Wage		
b) Annual Sick Days		
c) Annual Paid Vacation		

d) Commission		
e) Bonus		
f) Medical Insurance		
g) Dental Insurance		
h) Insurance Deductible Amount		
i) Short/Long Term Disability		

B. Emotional Distress Damages: Pain suffering, mental anguish and general loss of feelings of hope and despair related to the termination or discriminatory, harassing and unlawful conduct complained of above:

C. Punitive (Punishment) Damages: Degree of malice and intent, nature of harm, severity of harm, duration of conduct, existence and frequency of similar past conduct, evidence of concealment or cover-up, threats of retaliatory action, wealth of employer: _____

EMPLOYMENT HISTORY
PERSONAL AND CONFIDENTIAL

Fill out this form for each job held since leaving high school up to the present. Use additional sheets if needed. Begin with your present (or most recent job) and work backward.

1)

Dates: From _____ to _____ Last Salary \$ _____

Company Name and City: _____

Last Job Held: _____ Last Supervisor: _____

Reason For Leaving: Voluntary _____ (State Reason) _____

Involuntary (State Reason Given by Company) _____

Other (Explain) _____

2)

Dates: From _____ to _____ Last Salary \$ _____

Company Name and City: _____

Last Job Held: _____ Last Supervisor: _____

Reason For Leaving: Voluntary _____ (State Reason) _____

Involuntary (State Reason Given by Company) _____

Other (Explain) _____

3)

Dates: From _____ to _____ Last Salary \$ _____

Company Name and City: _____

Last Job Held: _____ Last Supervisor: _____

Reason For Leaving: Voluntary _____ (State Reason) _____

Involuntary (State Reason Given by Company) _____

Other (Explain) _____

4)

Dates: From _____ to _____ Last Salary \$ _____

Company Name and City: _____

Last Job Held: _____ Last Supervisor: _____

Reason For Leaving: Voluntary _____ (State Reason) _____

Involuntary (State Reason Given by Company) _____

Other (Explain) _____

5)

Dates: From _____ to _____ Last Salary \$ _____

Company Name and City: _____

Last Job Held: _____ Last Supervisor: _____

Reason For Leaving: Voluntary _____ (State Reason) _____

Involuntary (State Reason Given by Company) _____

Other (Explain) _____
