**PLEASE ANSWER ALL QUESTIONS COMPLETELY!**

(Attach more sheets if necessary)

**INITIAL CLIENT INFORMATION SHEET**

**(EMPLOYMENT LAW)**

Today's Date: Click or tap to enter a date.

YOUR NAME: Click or tap here to enter text.

MAILING ADDRESS: Click or tap here to enter text.

PHONE: Home: Click or tap here to enter text. Work: Click or tap here to enter text.

DATE OF BIRTH: Click or tap to enter a date. MARITAL STATUS: Choose an item.

SOCIAL SEC. #: Click or tap here to enter text. SPOUSE'S NAME: Click or tap here to enter text.

LAST GRADE COMPLETED: Click or tap here to enter text.

How did you learn about our firm? Click or tap here to enter text.

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**Please provide the name of the employer about whom you are seeking legal advice.**

EMPLOYER: Click or tap here to enter text.

PHYSICAL ADDRESS: Click or tap here to enter text.

SUPERVISOR & NAME OF UNIT: Click or tap here to enter text. PHONE: Click or tap here to enter text.

* + 1. How long were you employed there? Click or tap here to enter text.
		2. How many employees are there in the entire company? Click or tap here to enter text.

 How many employees are there in the location where you work? Click or tap here to enter text.

* + 1. Have you had any breaks in service? Choose an item.

 If yes, give dates and tell what the breaks were for: Click or tap here to enter text.

* + 1. Did your employer have a pension plan? Choose an item.

Are you vested? ("Vested" means you get retirement benefits even if you stop working for the employer.)

 Choose an item.

 When were you vested? Click or tap here to enter text.

* + 1. Last job title with this employer: Click or tap here to enter text.
		2. Previous job titles with this employer: Click or tap here to enter text.
		3. Are/were you covered by a union contract on this job? (Please note, even though you are not a dues-paying member of the union, you may still be covered by union contract.) Choose an item.

 If so, which union is it? Click or tap here to enter text.

 If you have a union, have you grieved your employer's action? Choose an item.

* + 1. Have you tried to organize a union at your work place or spoken out in favor of a union? Choose an item.

 If so, please explain: Click or tap here to enter text.

* + 1. If you have a union, do you think your union was responsible for what happened to you or should have done more to help you? Choose an item. (If the answer is "yes", please take a minute and let the receptionist know this now.)

 If so, please describe: Click or tap here to enter text.

* + 1. During the last three (3) years, have there been any weeks in which you have worked more than 40 hours per week? Choose an item.

If so, were you paid time and a half for that time? Choose an item.

 If not, please explain why your employer was not paying you time and a half: Click or tap here to enter text.

* + 1. How were you paid? Choose an item.

 If other, please explain: Click or tap here to enter text.

* + 1. Gross wage or salary: $Click or tap here to enter text. per Choose an item.
		2. If you were on salary did your employer deduct from your salary or the salaries of other employees with the same job title for absences of less than a full day or have a policy of deducting for absences of less than a full day? Choose an item.

Did your employer pay you or other employees with the same job title extra when you worked more than 40 hours a week or have a policy of doing this? (Please answer this, even if you were on salary, commission or piece rate.) Choose an item.

* + 1. Has your employer ever had you fill out a job description or explain in writing what your job involves? Choose an item.
		2. As part of your work did you travel across state lines (not including commuting)? Choose an item.
		3. What percentage of time did you spend working in states other than Washington? Click or tap here to enter text.%

 Which other states did you work in? Click or tap here to enter text.

* + 1. Did you drive or ride in a company vehicle at work? Choose an item.
		2. What was the maximum number of employees you managed? Click or tap here to enter text.
		3. Does your employer owe you any money s/he has not paid you? Choose an item.

 If so, when was the money due, how much is it and what is it for? Click or tap here to enter text.

* + 1. Was your work for this employer in Clark County? Choose an item.

 If not, in what county and state did you work? Click or tap here to enter text.

* + 1. Have you ever had any problems with drugs or alcohol? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. Have you ever been arrested or convicted of a crime? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. What are your hobbies and interests outside of work? Click or tap here to enter text.
		2. Please list any organizations you belong to: Click or tap here to enter text.
		3. What religion (if any) are you a member of and do you attend a church, temple or synagogue?

 Click or tap here to enter text.

* + 1. Have you ever had an accident or injury or serious illness? Choose an item.

 If yes, please describe and give dates: Click or tap here to enter text.

* + 1. Have you ever been sued or filed a lawsuit or been a witness in court? Choose an item.

 If yes, please explain and give dates: Click or tap here to enter text.

* + 1. Have you ever declared bankruptcy? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. Do you have any chronic health problems? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. Have you ever seen a doctor, therapist, counselor, psychiatrist, etc. for psychological or emotional problems or been hospitalized for psychological or emotional problems? Choose an item.

 If yes, please describe and give dates: Click or tap here to enter text.

* + 1. Have you ever had a doctor or psychiatrist prescribe psychoactive drugs for you? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. Are you a member of any of the following groups? Choose an item. (Please check all that apply)

 ☐ African-American (black)

 ☐ Native American (Indian)

 ☐ Hispanic (Latino)

 ☐ Asian

 ☐ biracial

 ☐ AIDS/HIV

☐ religious minority

☐ gay, lesbian or bisexual (actual or perceived)

☐ over 40

☐ other: Click or tap here to enter text.

* + 1. Are you disabled (handicapped) or do you have any important physical or psychological problems? Choose an item.

 If yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. What did your employer do that caused you to come here today?

 ☐ Disciplined me

 ☐ Put me on probation

 ☐ Fired me

 ☐ Laid me off

 ☐ Made me quit under pressure

 ☐ Sexual/racial harassment

☐ Demoted me

☐ Didn't pay me what s/he should

☐ Didn't promote me

☐Other: Click or tap here to enter text.

 When did this happen? Click or tap here to enter text.

 At the time this happened, were you a probationary employee? Choose an item.

 Explain in detail what your employer did: Click or tap here to enter text.

* + 1. Are there any men or women doing the same or similar jobs? Choose an item.
		2. Are women paid less for doing jobs that are the same or similar to those done by men? Choose an item.
		3. On the blank page at the end of this questionnaire, please list all of the dates when things happened and the things that happened on those dates that are important for us to know about your case.
		4. Did your employer give a reason why s/he did this? Choose an item.

 If yes, please specify: Click or tap here to enter text.

 If not, what reason do you think s/he would give if s/he were asked? Click or tap here to enter text.

* + 1. Do you think this is the real reason s/he had for taking this action against you? Choose an item.

 If not, please give the real reason: Click or tap here to enter text.

* + 1. Explain why you think your employer's action was unfair or illegal: Click or tap here to enter text.
		2. Were other employees treated the same as you? Choose an item.

 If not, please explain: Click or tap here to enter text.

* + 1. Before your employer took the action listed in 33 above, did s/he counsel you or warn you that your performance or behavior needed changing? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. At the time your employer took the action listed in 34, was business bad, was your employer laying off people or did the company have some other problem? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. How were your evaluations before your employer took the action listed in 33 above?

 ☐ Excellent

 ☐ Fair

☐ Good

☐ Poor

☐ No evaluation

☐ Very Poor

* + 1. Were you ever given a warning, put on probation or suspended? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. Do you have any problems aside from your problems at work that are increasing your stress level? Choose an item.

 If yes, please describe: Click or tap here to enter text.

* + 1. Have you ever had problems with any previous employers for the reason you are having problems now or the reason your employer says you are having problems now? Choose an item.

 If yes, please describe: Choose an item.

* + 1. Did you get severance pay or other benefits because you were fired, laid off or quit under pressure?

Choose an item.

 If yes, please describe: Click or tap here to enter text.

If there were any other benefits you think you should have gotten but did not, please describe: Click or tap here to enter text.

* + 1. If you were laid off, fired or quit under pressure, have you applied for unemployment compensation?

 Choose an item.

 Has your employer disputed your unemployment compensation claim? Choose an item.

 If yes, what reason did your employer give for disputing it? Click or tap here to enter text.

* + 1. Have you filed or talked about filing a workers' compensation claim since you worked for this employer?

 Choose an item. If so, please give the date of the claim and what part of your body was injured:

 Click or tap to enter a date. Body part: Click or tap here to enter text.

* + 1. Have you applied for or received any of the following? Choose an item.

 ☐ time loss for a worker's comp claim

 ☐ partial or total disability from worker's compensation

 ☐ Social Security

 ☐ leave of absence

 ☐ long term disability

 ☐ other Click or tap here to enter text.

* + 1. Did you refuse to perform an illegal or unethical or unfair act in connection with your employment?

 Choose an item.

 If yes, what were you ordered to do, when and by whom? Click or tap here to enter text.

* + 1. Did you report any misconduct or illegal conduct of the employer to either management or the public authorities? Choose an item.

 If yes, what did you report, to whom and when? Click or tap here to enter text.

* + 1. Does your employer have an employee manual or set of rules? Choose an item.

Does the employment manual have anything that would help you or any procedures that your employer did not follow? Click or tap here to enter text.

* + 1. Does your employer have any contracts with any governmental agencies? Choose an item.
		2. If the answer to the preceding question is yes, which agency is it? Click or tap here to enter text.
		3. Does your employer have any procedure for protesting actions you think are unfair? Choose an item.

 (Please note: even if your employer is non-union, you may still be obligated to follow its grievance procedures.) If yes, have you followed them? Choose an item.

* + 1. Have you signed any written agreements with your employer or has your employer made any promises in writing to you or all of its employees? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. Did you have any oral agreements with your employer or has your employer made any promises to you?

 Choose an item. If yes, please explain: Click or tap here to enter text.

* + 1. Do you have your personnel file? Choose an item. (If you do not have it, whether a lawyer from this office takes your case or not, it is very important to have that file for your future reference. You have a right to look at the file. If the employer photocopies it for you [which many will do], the employer may charge you a reasonable fee for the copies. When you go in to get the file, do not tell your employer that you are thinking about taking legal action. Please get the file even if you think you know exactly what is in it. If the employer will not give you a photocopy of the file, please take a pad of paper with you and make extensive notes on the contents.)
		2. If you file a lawsuit, will your employer file a claim against you, for example, for theft or negligence? (Answer "yes" if you think your employer will file a claim, even if you do not believe the claim is valid.)

 Choose an item. If yes, please explain: Click or tap here to enter text.

* + 1. Please list in general terms any documents that you think would help your case: Click or tap here to enter text.
		2. Please give names, addresses and phone numbers of witnesses you think could help your case and what their testimony would likely be and/or what they witnessed: Click or tap here to enter text.
		3. If you were laid off, fired or quit under pressure, did you have an exit interview or sign any documents at the time this happened? Choose an item. (We strongly suggest that you not sign any documents without having an attorney check them. You may be signing away your right to sue.)

 If yes, please explain: Click or tap here to enter text.

* + 1. Has your employer offered to reinstate you or give you another job? Choose an item.
		2. Have you complained to any public agencies about what your employer has done? Choose an item.

If yes, state which agency, when you complained and what the agency has done: Click or tap here to enter text.

* + 1. Aside from your current problems, have you ever filed any grievances or complaints about this company either with your union, with the company or with any government agency? Choose an item.

 If yes, please explain: Click or tap here to enter text.

* + 1. If you were laid off, fired or quit under pressure, have you made any attempts to get a job since this happened? Choose an item. (Whether or not an attorney from this office decides to take your case, it is very important for your case for you to look for a job and to keep detailed records of your job search. The records you keep on this for unemployment are not enough! Please ask an attorney from this office to explain this to you in more detail.)

 If not, please explain: Click or tap here to enter text.

* + 1. If you were fired, laid off, or quit under pressure, have you earned any money since then? Choose an item.

 If yes, how much have you earned? $Click or tap here to enter text.

 Do you have a job now? Choose an item.

 If yes, with what company? Click or tap here to enter text.

* + 1. Are any deadlines that you know about coming up in your case? Choose an item. (Every employment law case has deadlines. If you miss one of these deadlines, you may lose all rights to bring your case. Please ask an attorney from this office for details.) If yes, please explain: Click or tap here to enter text.
		2. Have you seen any other attorneys about what your employer did? Choose an item.

If you have, please list which attorney(s), when you saw him/her, and what he/she said about the case: Click or tap here to enter text.

* + 1. Is there anything else we need to know about your case? Click or tap here to enter text.

 We know this is a long form. Thank you for having completed it in detail!

 DATES FROM #37 ABOVE:

Click or tap here to enter text.