

LAW OFFICE

INTAKE SHEET

EMPLOYMENT

Date: _____ Referred By: _____

Prospect Name: _____

Co-Prospect Name: _____

Street: _____

City/State/Zip: _____

Prospect Home Phone: _____

Prospect Work Phone: _____

Prospect Cell Phone: _____

Prospect E-Mail: _____

Co-Prospect Home Phone: _____

Co-Prospect Work Phone: _____

Co-Prospect Cell Phone: _____

Co-Prospect E-Mail: _____

Prospect Employer/Former Employer: _____

Prospect Employer Address: _____

Co-Prospect Employer/Former Employer: _____

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Co-Prospect Employer: _____

How long employed: _____ Annual Gross Salary: _____

Were you on probation: Yes No Were you a temporary employee: Yes No

Are you claiming harassment: Yes No

If so, what is the basis for the harassment _____
(i.e. age, race, ethnicity, national origin, gender, religion, etc)

Are you claiming hostile work environment: Yes No

If so, what is the basis for the hostile work environment _____
(i.e. age, race, ethnicity, national origin, gender, religion, etc)

Have you been terminated from your employment: Yes No

Have you ever had any prior employment disputes: Yes No

Have you ever been disciplined by your current employer: Yes No

Have you ever been disciplined or terminated by any of your employers: Yes No

Have you ever been disciplined or terminated by any of your prior employers for the same allegations made by your employer: Yes No

Have you ever filed a lawsuit against any prior employers: Yes No

If yes, please provide details: _____

Have you ever sought any treatment for any psychological or mental issues: Yes No

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been disciplined or terminated by any of your prior employers for the same allegations made by your employer: Yes No

If yes, please provide details: _____

SUMMARY OF FACTS:

Please provide a brief description of the facts of your case:

OFFICE USE ONLY

Retainer: H C C7 C13 CR EP FF WC Other _____ PPL

Case Information Sheet: BK BK LIT CIV LIT EP EMP WC PI-GEN PI-MV

Other Forms: CIS COI CA NCA

523 Issues: _____ Delay in Filing: _____ BE Name: _____

Key Issues: _____

SOL: _____ Misc Deadlines: _____