

THOMPSON & BISHOP
CLIENT DATA/INTAKE SHEET (EMPLOYEE)

Note: If you are scheduled for an appointment, you will be charged a \$200 consultation fee (meeting will last approximately 1-2 hours). Additional charges may apply if consultation runs over or if affirmative steps are taken at that time to resolve your situation. Please be prepared with a check payable to Thompson & Bishop. Please also bring with you all documents relating to your employment complaint.

File No. (Office use Only)

Date

Name

Who/how were you referred to us?

Street Address

Home Phone #

City/State/Zip

Cell Phone #

Province / Country

E-mail Address

Date of Birth

Race / National Origin

Emergency Contact Person

Male Female

Employer

Employer Address

City / County / State / Zip code

EMPLOYMENT QUESTIONS: PLEASE ANSWER ALL QUESTIONS COMPLETELY AND HONESTLY. YOUR RESPONSES WILL BE KEPT CONFIDENTIAL

Approximately how many employees work for your employer? _____

What was the date of the last act by the employer that you are complaining about? _____

If you are unemployed, state the last date you worked for the employer: _____

Have you been offered a severance agreement? Yes No

Have you signed a severance agreement or any other type of agreement? Yes No

Do or did you work under an employment contract? Yes No

If your answer to the above is "yes," please explain/describe: _____

Have you filed a charge of discrimination with the EEOC and/or the OCRC? Yes No

If your answer is "yes," please state current status or outcome of the charge: _____

What do you believe was/is the employer's motivation? (Check all that apply):

Race Sex Disability: _____ Religion Retaliation National Origin

Other (Explain): _____

Please briefly state the nature of the problem:

MISC. QUESTIONS, & BACKGROUND (WILL BE KEPT CONFIDENTIAL)

Do you have any of the following computer formats? (Check all that apply):

- Adobe Word Word Perfect MS Word Other: _____

Have you ever used, or been known by, any other name than that shown above? If so, please list each other name, and state when and why each other name was used:

State the addresses where you have resided during the past 10 years, and the period of at each residence, including dates:

Are you presently married? _____

Full name of spouse

Do you have children? (Please list ages): _____

Educational Background

What education have you had, including any special job training?

Military Background

Have you been in the military service? Yes No

If so, give service number and branch _____

Type of discharge _____

Dates of service _____

Do you have any service-connected injuries or disabilities? If so, please give details:

Prior Claims and Lawsuits

Many cases have been damaged beyond repair by a history of other claims and lawsuits which your attorney did not know about. It is NOT the fact that one has had other claims or lawsuits that is important, for one will not be penalized by a court or jury if the claims are reasonable and genuine. What can damage your case is if you hide information about other claims. List every claim you have ever made for personal injury or property damage, and give details:

Police Record

Under the rules of evidence, there are circumstances under which a person's prior criminal record may be relevant in a proceeding. The other attorney will make a complete investigation of your background, and we must be prepared against development of unfavorable evidence. List here any arrest(s) and state the date, place, charge, court, case number and outcome:

Bankruptcy

If you have ever filed for, or are thinking of filing for bankruptcy, it may affect your claim. All bankruptcies must be disclosed to a court because the trustee is the "real party in interest."

Workers' Compensation

Have you ever made a claim for Workers' Compensation? (Yes / No)

If so, when was the date of your injury? _____

Are you receiving payments at present? If so, explain:

Who is handling your Workers' Compensation action?

Name: _____

Phone #: _____

Thank you for your assistance. Someone will be in touch with you shortly. If you do not receive a call within one week, please contact us.

If you have anything else you would like to add, please use the following space.
