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Intake Questionnaire

All information you provide will be maintained as confidential.
Please print or type your responses and answer all questions.
Incomplete or illegible questionnaires will not be reviewed.

Date _____

Name _____ Gender M _____ F _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Pager/Mobile _____

E-Mail Address _____

Age _____

Date of Birth _____

Driver's License Number and State _____

Marital Status _____ Spouse's Name _____ Spouse's Employer _____

Identify the person who referred you to us by name or other source of referral _____

Identify employer or other company with which you have a legal problem by name _____

Approximately how many employees does the employer have nationally? _____ locally ? _____

How long were you (or have you been) employed by this employer? _____

Effective date of hire _____

What (was/is) your salary? _____ What (was/is) your job title? _____

State whether you have been:

Terminated _____ Date Notified _____ Effective date of termination _____

Demoted _____ Date Notified _____ Effective date of demotion _____

Denied promotion _____ Date notified _____

Refused a job you applied for _____ Date notified of refusal _____

Other _____ Date _____

What was the stated reason for the adverse decision? _____

What is the name of the person who notified you of the adverse decision? _____

What is this person's position? _____

Who do you think really made the decision (e.g., the person who really wanted you terminated)?

What do you think is the **most important real reason** for the decision to discharge you or take other adverse action against you? _____

Are you represented by a labor organization? _____ If so, identify the union and state whether a grievance involving this matter has been filed on your behalf. _____

In case of refused application, what job were you seeking? _____

In case of termination how much, if any, severance pay were you given? _____

Have you signed a release or waiver? _____

What is the age, race and sex of your replacement? _____

Have you found other employment?

1. Yes (if so, state the name of your new employer, date of hire, and the amount of your new salary)

2. No, but expect to find employment soon _____

3. No, and do not expect to find employment soon (please explain) _____

Do you believe your case may involve any of the following? (Answer “yes,” “no” or “possibly.”)

1. Age discrimination _____

2. Sex discrimination _____

3. Sexual harassment _____

If so, state the name, sex, age and job title of each person who sexually harassed you.

4. Disability discrimination _____

If so, what is your disability? _____

Does the company know you have a disability? _____

5. Race discrimination _____

6. National origin discrimination _____

7. Religious discrimination _____

8. Libel or slander _____

9. Invasion of privacy _____

10. Breach of contract _____

If so, please attach a copy of your employment contract.

11. Fired for refusing to perform an illegal act _____

If so, what did you refuse to do? _____

12. Discharged for filing a worker's compensation claim _____

13. Another person or company got you fired _____

14. Failure to pay overtime _____

15. Other (please specify) _____

At the job in question (the employer you may wish to sue), did you complete a written job application or submit a resume? _____ (yes or no)

If yes, does it contain any misstatements, important omissions, or inaccuracies as to your education, qualifications, criminal record, work history, etc.? _____ (yes or no) If so, please explain.

Have you ever been convicted of a crime? _____ (yes or no) If so, please explain. _____

Have you ever filed for bankruptcy? _____ (yes or no)

If you have filed for bankruptcy, is the bankruptcy proceeding still pending? _____ (yes or no)

If you have a bankruptcy proceeding that is still pending, has the employment claim been listed as an asset of the estate? _____ (yes or no)

Did you take or keep any confidential company documents or any company property from the job in question? _____ (yes or no) If so, please explain. _____

Important: Our provision and review of this questionnaire does not constitute the provision of legal advice or any agreement to represent you. No attorney-client relationship will be formed unless and until both you and Tanner and Associates, P.C. sign a written Legal Services Agreement which sets forth the terms and conditions of this firm's representation. This questionnaire will be destroyed if we do not represent you.

Signature _____

Date _____

[FOR INTERNAL USE ONLY]
