

**General Background Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Legal Background Information**

Are you or have you been represented by any attorney or law firm in connection with your current employment dispute?    Y    N

Have you ever filed a charge of discrimination against an employer or former employer?    Y    N

Have you ever sued an employer or former employer?    Y    N

Have you even been arrested, convicted of a crime other than for a minor traffic offense, and/or agreed to deferred adjudication?    Y    N

**Employment Information**

Employer (subject of consultation): \_\_\_\_\_  
Employer's Address Line 1: \_\_\_\_\_  
Employer's Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Employer's website: \_\_\_\_\_  
Employer's # of local employees: \_\_\_\_\_ Total # of employees: \_\_\_\_\_  
Your job title: \_\_\_\_\_  
Your department/division/region: \_\_\_\_\_  
Your Hire Date with Employer: \_\_\_\_\_  
Your Start Date in your current position: \_\_\_\_\_  
Name(s) and dates of your prior position(s) with Employer:  
\_\_\_\_\_  
\_\_\_\_\_  
Have you received a wage increase, raise, or bonus in the past 3 years?    Y    N

Have you received a promotion in the past 3 years?      Y      N

Total Annual Compensation (including wages, salary, commissions, bonus, etc.):

This year:

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Last year:

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Benefits :

Other: \_\_\_\_\_

Do you have a written employment agreement?    Y      N      If so, please provide a copy.

Are you a member of a labor union or bargaining unit?      Y      N

Did you sign an agreement to submit any employment-related disputes to arbitration or other alternative dispute resolution mechanism?    Y      N      If so, please provide a copy.

Have you filed any charge of discrimination, grievance, or complaint against Employer in connection with your current employment or some other dispute?    Y      N      If so, please describe:

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Do you have any deadlines which we should be aware of?

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| <b><u>Your Legal Problem</u></b> |
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Describe the general nature of your legal problem: (Check all that apply)

**Overtime Pay**

**Discrimination** (sex, age, race, pregnancy, religion, national origin, disability, etc.)

**Commissions or Bonuses**

**Harassment** (sexual, racial, religious, etc.)

**Severance Review/Negotiation**

**Retaliation** (opposing unlawful employment practices; Workers' Comp; Whistleblower, reporting discrimination)

**Breach of Employment Agreement**

**Breach of Non Competition Covenant**

**Other:** (e.g. FMLA, USERRA, etc.) \_\_\_\_\_

Describe, in detail, why you are seeking an attorney. If additional space is required, continue your answer on a separate page and remember to include this page when you return your questionnaire:

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Had you been placed on a work performance improvement plan in the 3 years before your termination/resignation?            Y            N  
Did you complete the terms of the work performance improvement plan?            Y            N  
Were you offered a severance package?            Y            N  
If so, did you accept the severance package?            Y            N

Describe the severance package and please provide a copy of the offer:

Have you signed a release or waiver?            Y            N            If so, when:

Have you filed for unemployment compensation?            Y            N

If so, has your Employer challenged your eligibility for unemployment?            Y            N

Have you had a telephone hearing with the Texas Workforce Commission regarding your unemployment claim?            Y            N            If not, is one scheduled?            Y            N

If so, when: \_\_\_\_\_

Have you received a written decision on your unemployment claim?            Y            N            If so, please provide a copy.

Did the Texas Workforce Commission (or other administrative agency) approve your claim for unemployment benefits?            Y            N

Are you actively searching for new work?            Y            N            If not, why not:

\_\_\_\_\_

If you have found new work, please provide your new employer's name, your job title, annual salary, and date of hire:

**By checking this box or signing below, you affirm that you have completed this Intake Questionnaire truthfully and completely and you understand that no attorney-client representation relationship exists between the Firm and you unless and until the Firm and you sign a separate, written representation agreement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date