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INFORMATION SHEET

PLEASE PRINT

Name _____

Home Address _____

City _____ Zip Code _____ Phone (____) _____

E-mail Address _____ Website _____

Occupation or business _____

Presently employed by _____

Business address _____

City _____ Zip Code _____

Business Phone (____) _____ Ext. _____

Normal work hours _____ to _____ Soc. Sec. No. _____

Date of Birth _____ Calif. Driver Lic. No. _____

Name of spouse _____

Spouse's business telephone (____) _____ Ext. _____

Is there anyone who does NOT live with you but who would always know your whereabouts (such as a friend or relative)? _____

If so, please fill in below:

Name _____ Relationship _____

Address _____

City _____ Zip Code _____

Home phone (____) _____ office phone (____) _____

Who referred you to this office? _____

Date _____ Your signature _____

DO NOT WRITE BELOW THIS LINE

EMPLOYMENT HISTORY

Please fill out this form for each job held since leaving high school up to the present. Use additional sheets if necessary. Begin with your present (or most recent job) and work backward.

From _____ to _____ Last salary _____

Company Name and City _____

Last job held _____ Last supervisor _____

Reason for leaving:

____ Voluntary (state reason): _____

____ Involuntary (state reason): _____

____ Other (explain): _____

From _____ to _____ Last salary _____

Company Name and City _____

Last job held _____ Last supervisor _____

Reason for leaving:

____ Voluntary (state reason): _____

____ Involuntary (state reason): _____

____ Other (explain): _____

From _____ to _____ Last salary _____

Company Name and City _____

Last job held _____ Last supervisor _____

Reason for leaving:

____ Voluntary (state reason): _____

____ Involuntary (state reason): _____

____ Other (explain): _____

USE ADDITIONAL PAGES IF NECESSARY

(Please print - Use continuation sheets if necessary)

EMPLOYMENT QUESTIONNAIRE

1. Name _____ Date _____
2. Address _____
3. City _____ Zip Code _____
4. Home phone (____) _____ work phone(____) _____
Work hours _____ to _____
5. Name of PRESENT employer (if any) _____
6. Type of business _____
7. Date started _____ Present position _____
8. Person to contact if you cannot be reached:
Name _____ Phone (____) _____

I WISH TO COMPLAIN AGAINST:

9. Name of employer _____
10. Address where you worked _____
City _____ Zip code _____ Phone(____) _____
11. Address of corporate headquarters _____
City _____ Zip code _____
Website of Employer _____
12. Describe the employers business and how your job fits into it:

13. How many employees work in the company? _____
What is the annual Revenue of the company? _____
14. How long did you work there? _____
15. What date did you begin here and what was your first position?

16. What date did you stop working at this company? _____
17. What was the last position you held with the Company? _____
18. How many promotions did you receive at this employer? _____
19. For each position which you held at this employer, please state the name of the position and the inclusive dates of holding same:

20. What was your starting salary or wage or annual earnings at this employer? (If you were paid on a commission basis, state your annual earnings) \$ _____ per _____
21. How many raises did you earn at this company? _____
Were any of these merit raises? _____
How many? _____
22. what was your last salary or wage or annual earnings at this employer? (If you were paid on a commission basis, state your annual earnings)
\$ _____ per _____
23. Did you ever receive a monetary bonus at this company? _____
If so, when, how much and for what? _____
24. Name and title of your last supervisor _____
25. When did this person become your supervisor? _____
Had you ever worked with this person before he/she became your supervisor? _____
If so, when and in what capacity? _____

26. What were the names and titles of your previous supervisors?

27. Does this employer have written personnel policies or practices? _____
28. Does this employer have a written list of rules and regulations? _____
29. In discharging you, did the employer violate any of its policies? _____
If so, explain which one and how _____

30. Did the employer promise or suggest anything about job security when you were hired? If so, please explain _____

31. Were any promises made when you were hired that you believe were not genuine? _____ Which ones and why?

32. Is there anything else that led you to believe during the term of your employment that you had job security? ____ If so, please explain

33. Did you ever receive an employee handbook? ____ If no, does this employer have such a handbook? ____ Have you obtained a copy? ____
Is the copy enclosed with this questionnaire? _____
34. Does the company give performance evaluations? ____ If so, are the evaluations oral? ____ Written? ____ Both? ____ If written, do you have copies? ____ Are they enclosed? _____
35. How have your performance evaluations been (i.e., good, average, or whatever)? _____
36. Did you ever receive anything in writing which said that you were doing or have done a good job? ____ If so, what did you receive, when, who sent it and what did it say? _____

37. Did anyone ever tell you that you had done or were doing a good or bad job? ____
If so, who told you, what was said and when?

38. On behalf of the company, did you ever train or help to train others? ____ If so, who, when and for what position(s)? _____

39. Did you ever attend trade or professional or industry meetings on behalf of the company? If so, when, what groups and where? _____

40. Were you ever written up favorably in either a company newsletter, association newsletter or public newspaper? ____ If so, when, what publication and for what? _____

41. In your last position with the company, how many people did you supervise? ____
Of that number, how many are still with the company? _____
42. Did you have a written contract of employment with this company? ____ If so, is a copy attached? _____
43. When you were first hired, were you given any paper or letter confirming your hiring? ____ If so, a copy attached? _____
Did you sign any documents agreeing that:
a. You were employed at will. Yes ____ No ____
b. Any employment dispute would be resolved through arbitration.
Yes ____ No ____
44. On this job were you ever suspended? _____ Put on probation? _____?
Given any warnings? _____ If yes to any of the above, explain, giving dates, who gave you the warning, etc., and for what? _____

If so, is a copy attached? _____
45. When did you first learn that things were not going well on the job? _____

46. How did you first learn that things were not going well? _____

47. Before you were terminated, were you told specifically that your job was in danger? ____ If so, when, by whom, exactly what was said, and was anyone else present? _____

48. Before you were terminated, did you ever make any complaint to higher management or make any attempt to straighten out of the problems? ___ If so, to whom did you speak, when, what did you say and what was the outcome? _____

49. Does the company have a grievance of complaint procedure? _____
50. Before you were terminated, did you file a complaint or grievance? ___ If so, when, to whom and what happened? _____

51. Were you fired (note - the word "fired" here includes firing, layoff, reduction in force, termination or any similar word)? _____
52. What is the name and job title of each person who notified you that you were being fired? _____
53. On what date you were notified that you were to be fired? _____
When was your termination to be effective? _____
When did your termination actually become effective? _____
54. State the names and job titles of each person present at the time you were told you were being fired? _____

55. Where were you when you were told you were being fired? _____

56. Were there any other persons who saw or overhead you being fired? ___ If so, who? _____
57. Were you forced to resign or quit? ___ If so, when did you notify the company you were resigning? _____ When was your resignation to be effective? _____ When did your resignation actually become effective?

58. Did you give written notice of your resignation? _____ If so, is a copy enclosed? _____
59. Who (name and title) forced you to resign? _____

60. What circumstances forced you to resign? _____

61. At the time of your termination, how was the company doing financially?

61.a Do you have any copies of the company's annual reports for any of the last five years? ____ If so, are they enclosed? _____

62. At or around the time of your termination, were any other employees terminated? ____ If so, how many others were let go? _____ Were any of the people in your unit?_____ How many and when? _____

63. In the last three years you were with the company, approximately how many layoffs were there? _____

64. What was the reason given by the employer for your termination? _____

65. Name and title of person(s) who gave you this reason: _____

66. What do you think was the real reason for your termination? _____

67. Exactly what facts led you to believe that this was the real reason?

68. Do you feel that you were discriminated against by your employer on the basis of (check as many as applicable):

_____Race _____ Age _____ Sex _____ Marital Status

_____Physical Handicap _____ Medical condition _____ Religion

_____Other discrimination (specify) _____

Exactly what facts, in detail, led you to believe that there was discrimination against you (give names, facts and events)? _____

69. If you answered yes to any of the discrimination categories in question no. 68, please answer this question. Have you filed a complaint with:

EEOC? _____ When? _____ Case No. _____

DFEH? _____ When? _____ Case No. _____

Is a copy of your complaint enclosed with this questionnaire?

Have you received a right to sue letter? _____ If so, when is the letter dated? _____ (Please enclose a copy with this questionnaire).

70. Did you refuse to perform an illegal or unethical or unfair act in connection with your employment? _____ If so, what were you ordered to do, when and by whom? _____

71. Did you report any misconduct or illegal conduct of the employer to either management or the public authorities? _____ If so, what did you report, to whom and when? _____

Were/are you a salaried or hourly employee? Salaried _____ Hourly _____

If hourly, (a). Were you ever denied overtime pay? Yes _____ No _____

(b). Did the company provide you with meal and rest breaks? Yes _____ No _____

72. What do you feel were your strengths as an employee? _____

73. What will the employer probably say were your strengths as an employee?

74. What were your weaknesses as an employee?

75. What will the employer probably say were your weaknesses as an employee?

76. After you were terminated, did you ever make any complaint to higher management or make any attempt to straighten out the problem? _____ If so, to whom did you speak, when, what did you say and what was the outcome? _____

77. After you were terminated, did you file a complaint or grievance? _____ If so, when, to whom and what happened? _____

78. On this job were you a member of a union? _____ If so, what is the name of the union and the local? _____

79. Since your termination, have you talked to anyone who still works at the company? _____ If so, give complete details (who, when, who said what, etc.) _____

80. Since your termination, has there been any written communication between you and anyone who still works at the company? _____ If so, give complete details (who, when, what) and attached copies of any letters? _____

81. Since your termination, have you told anyone that you were thinking of taking any legal action against the company? _____ If so, who, when and what did you say? _____

82. Since your termination, has any lawyer called or written or contacted the company in any way on your behalf? _____ If so, when and what was

said or written (enclose copies)? _____

83. Do you still have any friends who work at the company?_____ If so, give their names, titles, and home addresses and telephone numbers: _____

84. Did anyone replace you in your last position with the company? _____
If so, who? _____

85. Give the names, titles and cities of residence of each person or persons responsible for your termination: _____

86. What disagreements or disputes have you had with these people?

87. Why do you think these people are the responsible parties?

88. How do you know these people are the responsible parties?

89. Have these people ever made any detrimental remarks about you or to you? ____ If so, who said what and when? _____

90. State the name, address and telephone number of each person who witnessed anything having to do with your termination, etc., other than those listed above:

91. Have you ever filed any case or charges or made any claim against THIS employer (other than anything stated above in this questionnaire)? _____

If so, give complete details and include copies of all documents. (dates, what the controversy was, type of claim, etc.)

92. Have you ever filed a workers compensation claim against THIS employer?

_____ If so, when did you file it, what injury are you claiming, and what was the disposition of the case?

93. Have you ever filed any case or charges or made any claim against any employer OTHER THAN the employer against whom you are complaining here? _____ If so, give complete details and include copies of all documents. (dates, what the controversy was, type of claim, outcome, etc.)

94. Other than anything described above, have you ever had a serious dispute with **ANY** employer? _____ If so, give the name of the company, complete details, dates, outcome, etc. _____

95. Have you ever been involved in any legal dispute, insurance claim, accident claim, lawsuit or anything similar not described above? _____ If so, give type of dispute, dates and outcome: _____

96. How long have you been (or were you) out of work? _____

97. What has been your wage loss to date? _____

98. Have you become re-employed since you left this job? _____ If so, at when, at what company and at what salary? _____

99. What have you done since your termination to try to find work? _____

100. At what companies have you had interviews? _____

101. At any of these companies, have you made a written statement or discussed any of the facts of your termination with the interviewer? _____
If so, give details (date, company, interviewer, what was said or written, etc.)

102. Describe each and every financial or monetary loss (besides loss of salary which was caused by your termination, giving type of loss, amounts, etc. _____

103. What other types of harm or loss has your termination caused you or your family?

104. How has your former employer responded to reference requests? _____
How do you know or why do you think so? _____

105. Do you have any evidence that your ex-employer is attempting to prevent you from finding work? _____ If so, explain what it is and how you learned it?

106. What else has resulted from your termination that you have not described above?

107. Have you sought any treatment or counseling as a result of your termination? _____
If so, when, who did you consult with and for what reason did you consult them?

108. Have you ever testified as a witness in a court or at a deposition or at a hearing or at any other legal proceeding? _____ If so, give details (type of case, when, where, your role, subject of your testimony, etc.)

109. Have you ever assisted or worked with attorneys who represented any of your employers?_____ If so, give details (company, law firm, individual attorneys, your role, what you did, etc.) _____

110. What law firms represent or have represented the company against which you wish to complain? _____
111. Have any other ex-employees ever sued the company? (Note - Do NOT count workers compensation cases). _____ If so, give details (names, what the suit was about, outcome, etc.) _____

112. During your last year of employment and from termination to the present, has any employee or ex-employee told you that he/she is suing or was going to sue the company?_____ If so, give details (names, what the suit was about, outcome, etc.) _____

113. Did you apply for unemployment benefits?_____ When? _____
114. Did you get your benefits? _____
115. Did you employer oppose your application for benefits? _____
116. Did anyone appeal the initial decision of the unemployment office? _____
If so, who? _____
117. Was a hearing held before a judge?_____ When? _____
118. Have you obtained a transcript of the hearing? _____ If so, have you enclosed it? _____

PLEASE READ CAREFULLY AND DATE AND SIGN BELOW:

I am submitting the above and the enclosed for your review. I understand that: (1) The submission of the information in this questionnaire and any other information is being submitted for your reviewing purposes only; (2) you have made no decision on whether you will take any case for me, and may not do so for some time; (3) it takes time for the Law Offices of Jonathan W. Biddle, to review the material submitted and to make any reply to this inquiry; (4) further information from me may be necessary in order for the Law Offices of Jonathan W. Biddle to make a decision; (5) the screening fee is non-refundable whether you take any case for me or not, (6) the submission of this questionnaire and any other information does not create an attorney-client relationship; such a relationship is only created by a proper written agreement to that effect; (7) there are time limits involved in legal proceedings, and if those time limits pass, certain of my rights may be lost and/or affected otherwise. I assume the risk that such time limits might pass before the Law Offices of Jonathan W. Biddle makes any decision on this matter and/or can take any legal action; (8) although what time limits apply to employment cases are not always certain, this office needs to have the completed materials in hand at least ninety (90) days before the one year anniversary of the day you were notified of your termination.

I certify that the information contained in this questionnaire and any attachments hereto is true to the best of my knowledge and belief.

Dated: _____ Signature: _____