RAFF & BECKER, LLP
(212) 732-5400

CONSULTATION QUESTIONNAIRE

Name: _____ Social Security #:_____

Address:_____ZIP:_____

Phone #: (work)(_____)_____ (home)(_____)_____

Contact person (if you cannot be reached):_____ Phone #:(_____)_____

Does your problem concern a **Current/Former/Prospective** Employer and/or Union? **(Circle)**

Name of Employer/Union:_____

Address:_____

_____ ZIP:_____ Phone #: (_____)_____

Nature of employer's business:_____

Supervisor's Name/Title:_____,_____Phone #:(_____)_____

Union Delegate's Name/Title:_____,_____Phone #:(_____)_____

Dates of employment: Start_____ End_____ Number of employees at company (if known) _____

Job Title:_____ Annual Salary:_____

Job Duties:_____

When you were first hired, were you provided with any document confirming your hire? Yes_____ No_____

Do you have a **written contract of employment** with this company? Yes_____ No_____

Does the company have a grievance or complaint procedure? Yes_____ No_____

Did you attempt to follow this procedure? Yes_____ No_____

Are you a **member of a union**? Yes_____ No_____

If so, name of union: _____ Phone #: (_____)_____

Did you file a union grievance? Yes_____ Date_____ No_____

Please give a brief description of the nature of your problem:

_____

_____

_____

_____

PLEASE BRING THIS FORM WITH YOU TO YOUR CONSULTATION

CHECKLIST OF IMPORTANT DOCUMENTS TO BRING:

Please bring the following documents with you if they relate to your problem:

____ 1. Any employee handbook

____ 2. Written personnel policies or practices

____ 3. Company's rules and regulations

____ 4. All memoranda, letters, etc. concerning the events leading to your termination or problem, such as warning notices

____ 5. Written performance evaluations

____ 6. Termination notice

____ 7. Contract of employment (or letter of hire)

____ 8. Collective Bargaining Agreement

____ 9. Union Constitution and By-Laws

____ 10. Pay Stubs

____ 11. Grievances you or your union filed

____ 12. Complaint letters you wrote

____ 13. All complaints that you filed with a government agency or a court and employer/union response

____ 14. All government agency or court decisions, related to your problem

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