



**Nnaka & Associates,
Chartered.**

A FULL SERVICE LAW FIRM



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TERMINATION INTAKE FORM

Contact Information

First Name _____

Middle Name _____

Last Name _____

Date of Birth _____

Company _____

Emails _____

Addresses _____

Street Address _____

Country _____

City _____

Province/Region _____

Zip/Postal Code _____

Phone Numbers _____

Gender _____

Social Security Number _____

Driver's License Number _____

Marital Status _____

Are you currently employed? _____

How were you referred to our law firm? _____

If our law firm ends up representing you in this matter, will you be the person who pays the legal fees?

Briefly explain what you may need advice about or assistance with today (summary of potential case):

Who is your complaint against?

What was your date of hire?

In what position were you hired?

What was your date of termination or demotion?

Do you have an Employment Agreement, Covenant not to compete, Non Solicitation Agreement, or any other relevant Agreement or Contract with your employer or former employer? **Please attach.**

Have you signed any Severance Agreement or Separation Agreement with your employer or former employer?

Do you believe you were discriminated against or treated unfairly. If so, please advise what factor your discrimination or unfair treatment was based on?

Explain what action was taken against you that you believe was discriminatory or unlawful?

What reason(s), if any, was given for the action taken against you? (Tell us who, what, when, where and why.)

What is the Employer's normal policy/practice in a situation such as yours, if applicable?

Do you have access to the Employee Handbook or any policy document for employees. If yes, can you provide us with a copy?

Has the same or similar thing happened to anyone? Was it dealt with differently. Please explain?

Was the incident investigated?

Did your employer or former employer have a grievance/complaint procedure and if so, did you follow it? Please describe what you did and what they may perceive you did not do?

Were there any witnesses that can corroborate your story? If so, who?

If you were terminated, have you since been re-employed? If so, how much more or less are you currently earning? Please include a detailed and itemized comparison of salary, commissions, bonuses, and all benefits between your previous position (that from which you were terminated, etc.) and your new position.

Did you commit the act being alleged to have been committed by you?

How did these events impact you, if at all and do they continue to affect you today?

Is there anything else you believe may be relevant (whether positive or negative) that we should know and consider in evaluating your claim or in possibly representing you?

Ideally, if things turn out precisely the way you want, what would the outcome be?

Are we the first attorneys you have consulted regarding this matter?
