



**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?

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In what position were you hired?

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What was your date of termination or demotion?

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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?

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

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

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

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

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

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

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Was the incident investigated?

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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?

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

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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.

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

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

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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?

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

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

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