

**LAW OFFICES** *of*  
**Brown, Shields &  
Beauregard, LLC**

**PROSPECTIVE EMPLOYMENT CASE CLIENT QUESTIONNAIRE**

Date: \_\_\_\_\_ Referred by: \_\_\_\_\_

**I. CLIENT CONTACT INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address (do not list e-mail address provided by employer—only list personal e-mail):  
\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

May client be contacted at work: \_\_\_\_\_

Cellular Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Other Telephone Numbers:  
\_\_\_\_\_

**II. CONFLICT INFORMATION**

Name of Employer: \_\_\_\_\_

Name of Parent/Subsidiary/Related Corporations: \_\_\_\_\_  
\_\_\_\_\_

Name of Other Potential Defendants: \_\_\_\_\_  
\_\_\_\_\_

**III. BACKGROUND INFORMATION**

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Gender: \_\_\_\_\_ Sexual Orientation: \_\_\_\_\_

Race: \_\_\_\_\_

Religion: \_\_\_\_\_

Disability: \_\_\_\_\_

Employer's type of business: \_\_\_\_\_

Employer's number of employees: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Position held: \_\_\_\_\_

Did you have a written contract of employment (If yes, attach a copy): \_\_\_\_\_

Salary: \_\_\_\_\_ Bonus: \_\_\_\_\_

Describe your job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Promotions: \_\_\_\_\_

Raises: \_\_\_\_\_

Did you receive overtime (time and a half) for working more than 8 hours in a day or 40 hours in a week?  
\_\_\_\_\_

Did you receive overtime (double time) for working more than 12 hours in a day? \_\_\_\_\_

Did you receive an unpaid half-hour meal period each day (If not, did you receive an hour of pay for missing the meal period)? \_\_\_\_\_

Did you receive a paid ten minute rest period for every four hours worked (If not, did you receive an hour of pay for missing the rest period)?

Ever made any complaints of discrimination/harassment: \_\_\_\_\_

If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ever made any complaints that employer engaged in illegal activity: \_\_\_\_\_

If yes, provide details: \_\_\_\_\_

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**CASE INFORMATION** (Why do you believe you have been treated wrongfully by your employer?):

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Do you still work for this employer? \_\_\_\_\_

If no, when did your employment end? \_\_\_\_\_

If no, why did your employment end? \_\_\_\_\_

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Is there anything else we should know about your case: \_\_\_\_\_

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PLEASE ATTACH COPIES (**NOT ORIGINALS**) OF ANY DOCUMENTS YOU BELIEVE WE SHOULD REVIEW.