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**GOVERNMENT EMPLOYEE'S  
INITIAL CONSULTATION QUESTIONNAIRE  
(CONFIDENTIAL)**

**PLEASE PRINT**

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

City State/Country Zip County

3. Home Phone ( ) \_\_\_\_\_; Work Phone: ( ) \_\_\_\_\_ ext \_\_\_\_\_;  
Fax: ( ) \_\_\_\_\_; E-Mail : \_\_\_\_\_;  
Cell Phone ( ) \_\_\_\_\_

4. Please provide the following information concerning your **current** employer/agency:

a. Name: \_\_\_\_\_

b. Address: \_\_\_\_\_  
\_\_\_\_\_

City State Zip County

c. Date of hire: \_\_\_\_\_

d. Your position: \_\_\_\_\_

e. Salary: \_\_\_\_\_ Grade / Step: \_\_\_\_\_ / \_\_\_\_\_

f. Immediate Supervisor: \_\_\_\_\_

Name Title

5. If your employment problem is with a **different** employer/agency than you described in answering #4, then please provide the following information about the employer/agency with whom you had the problem:

a. Name: \_\_\_\_\_

b. Address: \_\_\_\_\_

\_\_\_\_\_

City	State	Zip	County
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c. Date of hire: \_\_\_\_\_

f. Your position: \_\_\_\_\_

g. Salary: \_\_\_\_\_ Grade / Step: \_\_\_\_\_ / \_\_\_\_\_

f. Immediate Supervisor: \_\_\_\_\_

Name	Title
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g. Date of termination or resignation: \_\_\_\_\_

**\*\*\*NOTE: All of the following questions concern the employer/agency with whom you had the employment problem**

6. How long were you (or have you been) employed by this employer/agency?  
\_\_\_\_\_

7. Specific date of hire: \_\_\_\_\_

8. Have you been (and date): a. Terminated? \_\_\_\_\_ Date notified: \_\_\_\_\_

b. Effective date of termination: \_\_\_\_\_

c. Demoted? \_\_\_\_\_

d. Denied promotion? \_\_\_\_\_

e. Not selected for a job you applied for? \_\_\_\_\_

f. Suspended? \_\_\_\_\_

g. Other? \_\_\_\_\_

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9. What was the stated reason(s) for the above action(s)? \_\_\_\_\_  
\_\_\_\_\_
10. What is the name of the person who notified you of the adverse decision?  
\_\_\_\_\_
11. What is this person's position? \_\_\_\_\_
12. Who do you think really made the decision - the person who really wanted you terminated, disciplined, not promoted, etc.? (Also, identify that person's race, sex, age and national origin.) \_\_\_\_\_  
\_\_\_\_\_
13. What do you think is the biggest real reason for that person's decision? \_\_\_\_\_  
\_\_\_\_\_
14. What is your age? \_\_\_\_\_ Date of birth? \_\_\_\_\_
15. If federal or DC employee, what is your service computation date?  
\_\_\_\_\_
16. Retirement System: CSRS \_\_\_; FERS \_\_\_; Other \_\_\_;  
If other, please list \_\_\_\_\_
17. What was your salary? \_\_\_\_\_
18. What was your job title (or what job were you seeking)? \_\_\_\_\_
19. How much, if any, severance pay were you given (in case of termination)? \_\_\_\_\_
20. Have you signed a release, waiver, settlement or any other agreement? \_\_\_\_\_
21. What is the age, race, national origin & sex of your replacement? \_\_\_\_\_  
\_\_\_\_\_
22. Have you found other employment? \_\_\_\_\_

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- a. Yes (if so, new salary) \_\_\_\_\_
- b. No but expect to soon \_\_\_\_\_
- c. No and do not expect to soon \_\_\_\_\_

23. Do you believe your case may involve any of the following (yes, no or maybe)?

- a. Sex discrimination: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe
- b. Sexual harassment: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

If so, name, sex and job title of everyone who sexually harassed you:

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- c. Age discrimination: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

If so, identify the age of the person(s) who discriminated against you?

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What is the age of your replacement or person promoted in your place, etc?

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- d. Disability/handicap discrimination: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

If so, what is your disability? \_\_\_\_\_

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Did the employer/agency know you had a disability? \_\_\_\_\_

- e. Race/color discrimination: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

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If so, identify your race/color, and the race/color of the person(s) who discriminated against you

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What is the race/color of your replacement or person promoted in your place, etc?

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f. Religious discrimination: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

If so, identify your religion, and the religion of the person(s) who discriminated against you?

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g. National Origin discrimination: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

If "yes," what is your national origin and the national origin of the person(s) who discriminated against you? \_\_\_\_\_

h. Reprisal/retaliation for engaging in protected EEO activity:  
\_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

If "yes," describe your protected EEO activity \_\_\_\_\_

i. Any of the following: sexual preference; personal appearance; marital status; political affiliation; union membership; family obligations? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

Describe: \_\_\_\_\_

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j. Reprisal for whistleblowing: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

If "yes," describe the matter you disclosed and to whom you made the disclosure

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If "yes," have you filed a complaint with the Office of Special Counsel? \_\_\_\_\_ yes \_\_\_\_\_ no  
When filed? \_\_\_\_\_

k. Denial of leave, or reprisal for taking leave, under the Family Medical Leave Act:  
\_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

l. Fired for refusing to perform an illegal act: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

If so, what did you refuse to do? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

m. Fired for filing a workers' compensation claim: \_\_\_\_\_

n. Reprisal for any legally protected activity such as filing a grievance or appeal, or working on behalf of a union: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ maybe

If "yes," please explain the "protected activity" if not already described in this questionnaire, the date of that activity, and why you think you are being retaliated against.

\_\_\_\_\_  
\_\_\_\_\_

o. Other (please specify): \_\_\_\_\_

24. a. Have you filed a complaint of discrimination with the EEOC?  
\_\_\_\_\_ yes \_\_\_\_\_ no If "yes," date filed: \_\_\_\_\_

b. Date of charge filed with any state or county agency: \_\_\_\_\_

c. What is the status of your complaint? \_\_\_\_\_

25. Date (if applicable) of Determination Letter from EEOC: \_\_\_\_\_

26. Are (were) you a member of a bargaining unit, in other words, is (was) your position covered by a union contract? \_\_\_\_\_ yes \_\_\_\_\_ no

27. If your answer to #26 was yes, please answer questions a-f below. If you answered "No" to question #26, then skip down to question #28.

a. Name of Union: \_\_\_\_\_ Local # \_\_\_\_\_



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**THIS SECTION FOR FEDERAL EMPLOYEES ONLY.**  
**IF YOU ARE NOT A FEDERAL EMPLOYEE, SKIP TO QUESTION # 48.**

33. Have you discussed your complaint with an EEO Counselor? \_\_\_\_\_ yes \_\_\_\_\_ no  
If "yes", date of initial contact: \_\_\_\_\_
34. If "yes", name and telephone number of EEO Counselor: \_\_\_\_\_
35. Have you filed a **formal** complaint of discrimination? \_\_\_\_\_ yes \_\_\_\_\_ no  
If "yes", date filed: \_\_\_\_\_
36. Have you received the Report of Investigation? \_\_\_\_\_ yes \_\_\_\_\_ no
37. Have you requested an EEOC hearing? \_\_\_\_\_ yes \_\_\_\_\_ no  
If "yes", date hearing requested: \_\_\_\_\_
38. Have you received an EEOC Acknowledgment Order? \_\_\_\_\_ yes \_\_\_\_\_ no  
If "yes", date received: \_\_\_\_\_
39. Has a hearing date been set? \_\_\_\_\_ yes \_\_\_\_\_ no  
If "yes," date of hearing: \_\_\_\_\_
40. Have you received a decision from the EEOC administrative Judge? \_\_\_\_\_ yes \_\_\_\_\_ no
41. What was the result or current status of your EEO complaint? \_\_\_\_\_  
\_\_\_\_\_
42. If you received a proposed disciplinary or adverse action, did you present an oral or written reply?  
\_\_\_\_\_ yes \_\_\_\_\_ no If "yes", date reply submitted: \_\_\_\_\_
43. Have you filed an appeal with the Merit Systems Protection Board? \_\_\_\_\_ yes \_\_\_\_\_ no  
If "yes," date appeal filed: \_\_\_\_\_
44. Has an MSPB administrative Judge been assigned to your case yet? \_\_\_\_\_ yes \_\_\_\_\_ no
45. Describe the status of your MSPB appeal? \_\_\_\_\_  
\_\_\_\_\_
46. Did you appeal this action to any other agency or organization? \_\_\_\_\_ yes \_\_\_\_\_ no  
If your answer was "yes," please describe: \_\_\_\_\_  
\_\_\_\_\_



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47. Are you alleging a breach of a settlement Agreement? \_\_\_\_\_yes \_\_\_\_\_no  
If "yes," please describe: \_\_\_\_\_  
\_\_\_\_\_

48. Have you ever declared bankruptcy or are you planning to do so?  
\_\_\_\_\_yes \_\_\_\_\_no \_\_\_\_\_maybe

49. Have you consulted with any other attorneys concerning the matter you are here to see us about?  
\_\_\_\_\_yes \_\_\_\_\_no  
If "yes", with whom have you consulted? \_\_\_\_\_  
\_\_\_\_\_

50. Are you currently represented in this matter by any other attorney? \_\_\_\_\_yes \_\_\_\_\_no  
Name of current attorney: \_\_\_\_\_

Briefly describe why are seeking to obtain a new attorney: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

51. Who referred you to this law firm? \_\_\_\_\_

52. What do you want to accomplish through an attorney? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

53. Are you aware of any kind of deadline with respect to your need for legal advice or representation? If so, please explain briefly. \_\_\_\_\_

***I understand that I am here for an initial consultation only and that Passman & Kaplan, P.C, or any of its attorneys, has not undertaken to represent me until a written agreement is entered into by me and the firm.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



