

## Employment Law

### Information required to obtain employment law legal advice

In part, our fees are based on the amount of time we spend gathering the information we need to provide you with sound legal advice. We prepared this document to assist you to minimize the legal fees we will charge you and to maximize the amount of time we spend providing you with legal advice during our initial interview. If you complete this document in advance of an initial interview, we do not have to charge you for the amount of time it takes us to gather the information sought on this form. The information contained on this form is subject to solicitor-client privilege because the predominant purposes for which it is sought and provided are for seeking and obtaining legal advice.

Please print or write legibly when completing this form. Please bring the completed form and all relevant documents with you to the initial interview.

Thank you.  
VSLO LLP

<b>1. Employee Personal Information</b>		
Full Legal Name:		
Address:		
Home Telephone No.	Cellular Telephone No.	
Business Telephone No.	Personal Email Address:	
Facsimile No.		
DOB:	Age:	
SIN:	Drivers License:	
Marital Status:	Partner's Full Legal Name:	
<u>Name of Dependents</u>	<u>Sex</u>	<u>DOB and Age</u>

<b>2. Employer Information</b>	
Employer's Full Legal Name:	Doing Business As:
Address:	
Corporate Name and Address (if different from above)	
Business Telephone:	
Facsimile No.	
Email:	
Website:	
Name of Immediate Supervisor/Manager:	
Sale of Business/Change of Ownership:	

<b>3. Employment History</b>	
<b>Written Employment Contract</b> (If you have a written employment contract, please bring it with you to the initial interview)	
Initial Date of Hire	Subsequent Date of Hire
Initial Classification:	Initial Job Title:
No. of Years & Months Continuous Employment:	Total No. of Years & Months Employment (including non-continuous)

### 3. Employment History

**Inducement Factors:** Were any promises made to you to get you to accept the Employer's job offer? If so, who said what, and when?

Details of Promotions & Transfers:

Current Classification:

Job Description:

Principal Responsibilities/Supervisory Responsibilities:

Probationary period, if any:

Date of Termination or Anticipated Date of Termination:

Termination Circumstances:

### **3. Employment History**

Did you say anything to the Employer, your supervisor or a co-worker about quitting or resigning? If so, explain.

When you were informed about the termination of your employment treated with respect and in an honest and courteous manner? If not, explain

Other claims that you think you may have (e.g., defamation, discrimination, mental distress, non-payment of overtime, etc.)

### 3. Employment History

Other perceived wrongs?

Supporting Documents:	
<u>Date</u>	<u>Description</u>

### 4. Salary and Benefits:

Monthly Salary:	Annual Salary:
Commissions/Commission Structure:	
Bonus:	
Pension/R.R.S.P. contributions:	
Allowances (e.g., Car Allowances/Lease Vehicle, etc.)	
Annual Bonus:	Performance Bonus:
Annual Vacation Entitlement:	

**4. Salary and Benefits:**

Medical (MSP-Single or Family; Employer paid or % of Employee and Employer contributions; & Extended Medical Benefits)

Dental (%Major/Restorative/Orthodontic)

Insurance Benefits (LTD, STD, AD&D, Group Life)

Other Benefits (e.g., automobile allowance, stock options, profit sharing plans, etc)

**Supporting Documents:**

<u>Date</u>	<u>Description</u>



