

**CLIENT INTAKE FORM - EMPLOYMENT LAW**

Please Note: The information in this form, including producing 2 pieces of identification (one to be government-issued photo ID), is required by the Law Society of Ontario under By-Law 7.1 on Client Information. By completion and submission of this form you are consenting to provide me personal information about yourself. Completion and submission of this intake form does not create a Lawyer/Client relationship.

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

Your full legal name: \_\_\_\_\_

Name you are known as, if different: \_\_\_\_\_

Home Address: \_\_\_\_\_

Contact Numbers: Cell: \_\_\_\_\_

Can  
messages  
be left? Y/N

Home: \_\_\_\_\_

Can  
messages  
be left? Y/N

Business: \_\_\_\_\_

Can  
messages  
be left? Y/N

Email: \_\_\_\_\_

How did you hear about me? \_\_\_\_\_

Current employment status: \_\_\_\_\_

Work address: \_\_\_\_\_

Union/non-union: \_\_\_\_\_

Name of Union: \_\_\_\_\_

Is your spouse employed? \_\_\_\_\_

**DETAILS OF EMPLOYMENT**

Hire date: \_\_\_\_\_

Termination date: \_\_\_\_\_

Any promotion dates: \_\_\_\_\_

Any employment breaks: \_\_\_\_\_

Position in company: \_\_\_\_\_

Total yearly compensation: \_\_\_\_\_

Benefits: \_\_\_\_\_

Pension: \_\_\_\_\_

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

Car allowance: \_\_\_\_\_

Stock/Long term incentive: \_\_\_\_\_

Other: \_\_\_\_\_

Age: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of previous company: \_\_\_\_\_

    Your position there: \_\_\_\_\_

    Length of time there: \_\_\_\_\_

**CURRENT JOB SEARCH**

Likelihood of finding alternate work: \_\_\_\_\_

Attempts to find alternate employment: \_\_\_\_\_

Are you on Social media? Which? \_\_\_\_\_

**DOCUMENTS TO BE PRODUCED**

Signed employment contract \_\_\_\_\_

How did you receive your employment contract? \_\_\_\_\_

Any other documents with employment contract? \_\_\_\_\_

- Termination letter \_\_\_\_\_
- Promotion/job change letters \_\_\_\_\_
- Benefits information \_\_\_\_\_
- Pension information \_\_\_\_\_
- Signed policies \_\_\_\_\_
- Commission plans \_\_\_\_\_
- Bonus plans \_\_\_\_\_
- Car allowance plan \_\_\_\_\_
- STD \_\_\_\_\_
- LTD \_\_\_\_\_
- Sick Plan \_\_\_\_\_
- Any discipline/performance management letters \_\_\_\_\_
- Performance Review documents \_\_\_\_\_
- Last T4 \_\_\_\_\_
- Last 3 pay stubs \_\_\_\_\_

I consent to Chancery Law Professional Corporation using my email address and name for the purpose of setting up an e-transfer for the ease of paying retainers and invoices if I move forward with a lawyer's services. The E-Transfer would ONLY be set up if I move forward with the solicitor-client relationship.

\_\_\_\_\_  
Signature

Why are you coming to see me?

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