



INTAKE QUESTIONNAIRE
Employment Complaints
(Not an Official Complaint Form)

Immediately complete this form and return it to the Missouri Commission on Human Rights (MCHR). **REMEMBER**, a complaint of discrimination must be filed within the time limits imposed by law, within 180 days of the alleged act of discrimination. Upon receipt, this form will be reviewed to determine MCHR jurisdiction. **ANSWER ALL QUESTIONS *that pertain to your situation*, as completely as possible, and attach additional pages if needed to complete your response(s). If you do not know the answer to a question, answer by stating "not known." If a question is not applicable to your situation, write "n/a."** Please print.

PERSONAL INFORMATION							
Last Name		First Name		Middle Initial			
Address				Apt. or Unit Number			
City		County		State		ZIP	
Home Phone Number				Work Phone Number			
Cell Phone Number				Email Address			
Date of Birth		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Provide the name of a person we can contact if we are unable to reach you.

Name		Relationship			
Address					
City		State		ZIP	
Home Phone Number		Other Phone Number			

Answer the next 2 questions.

1. Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. What is your race? (<i>Choose all that apply.</i>) <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African-American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other (<i>Specify</i>):	
3. What is your National Origin? (<i>country of origin or ancestry</i>)	

COMPLAINT INFORMATION

4. I believe that I was discriminated against by the following organization(s): (*Check those that apply*)
☐ Employer ☐ Union ☐ Employment Agency
☐ Other (*Specify*):

5. Organization Contact Information																		
Organization #1 Name																		
Address			County															
City	State	ZIP																
Phone Number		Type of Business																
Number of Employees in the Organization at All Locations (<i>Check one</i>)																		
<input type="checkbox"/> 0-5 <input type="checkbox"/> 6-15 <input type="checkbox"/> 15+																		
Are there employees of the organization in other states? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
Organization #2 Name																		
Address			County															
City	State	ZIP																
Phone Number		Type of Business																
Number of Employees in the Organization at All Locations (<i>Check one</i>)																		
<input type="checkbox"/> 0-5 <input type="checkbox"/> 6-15 <input type="checkbox"/> 15+																		
Are there employees of the organization in other states? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
6. What is the reason (basis) for your claim of employment discrimination? <i>FOR EXAMPLE, if you feel that you were treated worse than someone else because of race, you should check the box next to Race. If you feel you were treated worse for several reasons, such as your sex, religion, and national origin, you should check all that apply. If you complained about discrimination, participated in someone else's complaint, or filed a charge of discrimination, and a negative action was threatened or taken, you should check the box next to Retaliation.</i>																		
<input type="checkbox"/> Race/Color <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> National Origin <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual Harassment																		
<input type="checkbox"/> Other reason (basis) for discrimination (<i>Explain</i>):																		
<input type="checkbox"/> Retaliation – Activities that are protected from retaliation under the Missouri Human Rights Act are: a. Filing a discrimination complaint, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing regarding a discrimination complaint; and/or b. Opposing any practice prohibited by the Missouri Human Rights Act.																		
7. Background on the alleged discrimination. Which of the following employment action(s) were taken against you? (<i>Check only those that apply.</i>)																		
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Fired</td> <td><input type="checkbox"/> Harassed</td> <td><input type="checkbox"/> Denied Benefits (Leave, Insurance, etc.)</td> </tr> <tr> <td><input type="checkbox"/> Not Hired</td> <td><input type="checkbox"/> Disciplined</td> <td><input type="checkbox"/> Denied Pay Raise</td> </tr> <tr> <td><input type="checkbox"/> Not Promoted</td> <td><input type="checkbox"/> Suspended</td> <td><input type="checkbox"/> Denied Religious Accommodation</td> </tr> <tr> <td><input type="checkbox"/> Demoted</td> <td><input type="checkbox"/> Laid Off</td> <td><input type="checkbox"/> Denied Disability Accommodation</td> </tr> <tr> <td><input type="checkbox"/> Transferred</td> <td><input type="checkbox"/> Not Recalled from Layoff</td> <td><input type="checkbox"/> Other:</td> </tr> </table>				<input type="checkbox"/> Fired	<input type="checkbox"/> Harassed	<input type="checkbox"/> Denied Benefits (Leave, Insurance, etc.)	<input type="checkbox"/> Not Hired	<input type="checkbox"/> Disciplined	<input type="checkbox"/> Denied Pay Raise	<input type="checkbox"/> Not Promoted	<input type="checkbox"/> Suspended	<input type="checkbox"/> Denied Religious Accommodation	<input type="checkbox"/> Demoted	<input type="checkbox"/> Laid Off	<input type="checkbox"/> Denied Disability Accommodation	<input type="checkbox"/> Transferred	<input type="checkbox"/> Not Recalled from Layoff	<input type="checkbox"/> Other:
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8. Explain what happened to you below and include the date(s) of harm, action(s) and the name(s) and title(s) of the persons who you believe discriminated against you. (<i>Example: 10/02/06 – Written Warning from Supervisor, Mr. John Soto</i>)																		
A.	Date		Action															
	Name of Person(s) Responsible																	
	Title of Person(s) Responsible																	
B.	Date		Action															
	Name of Person(s) Responsible																	
	Title of Person(s) Responsible																	

Describe any other actions you believe were discriminatory. *(Attach additional pages, if needed to complete your response.)*

What reason(s) were given to you for the acts you consider discriminatory? By whom? Title?

9. Name and describe others who were in the same situation as you. Explain how they were treated. Who was treated better, and who was treated the same? Provide race, sex, age, national origin, religion, and/or disability status of all such other persons if known and if relevant to your claim of discrimination. *(Add additional sheets, if needed.)*

10. Have you previously filed a charge in this matter with EEOC or another agency? ☐ Yes ☐ No
If "Yes," provide name of the agency and date of filing.

11. If you are claiming discrimination based on disability, answer the following questions. If not, proceed to the end and sign and date questionnaire. *(Check all that apply.)*

- ☐ Yes, I have an actual disability
☐ I have had an actual disability in the past
☐ No disability but the organization treats me as if I am disabled

If you are alleging discrimination because of your disability, what is your disability? How does your disability affect your daily life or work activities, e.g., what does your disability prevent or limit you from doing, if anything? *(Example: lifting, sleeping normally, breathing normally, pulling, walking, climbing, caring for yourself, working, seeing, hearing, bending, talking, standing, thinking, relating to others, etc.).*

Did you ask your employer for any assistance or change in working conditions because of your disability?
☐ Yes ☐ No

Describe the assistance or change in working conditions requested?

☐ I understand that this questionnaire is **NOT A COMPLAINT FORM** and that I have not yet filed a complaint of discrimination. I understand that MCHR will review Intake Questionnaire and, if the information constitutes a basis for filing a complaint, a complaint form will be mailed to me for signature. In order to preserve my rights, the signed complaint must be received at MCHR within 180 days of the alleged act of discrimination. I understand that a copy of the complaint form I sign will be sent to the employer, union, or employment agency and will be the basis for the MCHR investigation.

_____ Initial Here

By entering my name and submitting this form, I do hereby affirm under penalties of perjury that the perviously-stated information is true and correct to the best of my knowledge, information, and belief.

First and Last Name

Date

*Missouri Commission on Human Rights is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY: 800-735-2966 Relay Missouri: 711*