

# Pre-Claim Check List

- 1) Your Full Name \_\_\_\_\_
- 2) Your Email \_\_\_\_\_
- 3) Your Phone Number \_\_\_\_\_
- 4) Your Full Address \_\_\_\_\_
- 5) Name of Property where you worked. (Called the Respondent on Wage & Hour Form)  
\_\_\_\_\_
- 6) Full Name of HR Director or GM (also list under Respondent) \_\_\_\_\_
- 7) Respondent's Phone Number \_\_\_\_\_
- 8) Address of Hotel or Event Center where you  
worked \_\_\_\_\_
- 9) Position you were working when you were laid off: \_\_\_\_\_
- 10) Other positions you have worked in the hotel you are qualified for: \_\_\_\_\_

## **Use the Following Info to Explain Your Complaint**

- 11) Has your workplace failed to recall you?
- 12) How do you know they have failed to recall you? Circle One
  - 1) Coworkers have told me that less senior workers are working in my position and I have not been contacted to come back.
  - 2) Coworkers have told me the Company hired for my position, but I have not been recalled.
  - 3) My former company is advertising for my position or a position I am qualified for, but I have not been contacted.
    - a) If so, where have you seen these ads- Idealist, newspaper, company website- (screen shot if possible) \_\_\_\_\_
  - 4) I saw an opening for a position but was told I would have to reapply instead of being recalled.
  - 5) I am working again but was rehired as a new employee and have lost wages or benefits as a result.