

PA Human Relations Commission Use Only

Revised 08.05

Docket No. _____

EEOC No. _____

Social Security No. _____

PHRC can investigate complaints of discrimination in: (1) Employment based upon race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related handicap or disability, known association with a handicapped or disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization.

IN-6 FORM - FAILURE TO HIRE QUESTIONNAIRE

Questionnaire on the incident you are complaining about

To avoid rewriting your answers, please read this short questionnaire from beginning to end before filling out your answers to individual questions. Please answer every applicable question as fully as possible, and to the best of your present knowledge, information and belief. If you are unsure of your answer, please say so. It is your responsibility to notify this Agency of a change of address or times of unavailability. Failure to notify this Agency may result in dismissal of the matter.

Name _____

Address _____

City _____ State _____ Zip Code _____

County _____ Phone H: _____ Phone W: _____

May we call you at work? (Circle one) **YES** **NO**

Caution: Failure to correctly identify the name of the legal entity you are complaining about will hinder the processing of your complaint. Bring pay stubs, W-2 forms, contracts, etc. to aid in verification of the name and address.

Information about the Organization your complaint is against:

Name _____

Address _____

City _____ State _____ Zip Code _____

Type of Business _____

County _____ Phone No. _____

Number of employees who work at the organization named above. Please circle one.

- | | | | |
|-------------|------------|------------|---------|
| Less than 4 | 15 to 100 | 201 to 500 | Unknown |
| 4 to 14 | 101 to 200 | 501 plus | |

Name and address of person who will know how to contact you and who does not reside in your home.

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone No. Home _____ Phone No. Work _____

In this Questionnaire, you will see the word "class" mentioned. **Class means the person's race, sex, age, ancestry, religion and so on.** Depending on the issues in the complaint, you may belong to two or more classes. For example, a Black female could belong to two classes: race/Black and sex/female. A White male could belong to race/White and sex/male. All persons named in the complaint or questionnaire should be identified by their class as follows: John Doe (White male), John Doe (under age 40), Jane Doe (Black female). or example, if your complaint is based on race, include the race of all persons mentioned. If it is a sex complaint, mention the sex of all persons mentioned.

1 **Discrimination means difference of treatment.** Please explain what happened to you and why you feel you were treated differently. In other words, what happened to persons of a different class that makes you feel they received more favorable treatment than you. Give specific dates.

2 If you believe the organization treated you this way because of one or more of the reasons listed below, please check those reasons. If you believe the employer treated you this way for a reason which is not listed, explain what you believe to be the reason.

_____ Sex _____ National Origin
_____ Race _____ Age _____ Date of Birth _____
_____ Color _____ GED
_____ Religion _____ Retaliation
_____ Ancestry _____ Use of guide dog or support animal
_____ Non-job related disability

Identify your disability: _____

_____ Participation in/or refusal to participate in Abortion/sterilization

3 How and on what date did you find out about the position in question? _____

3a How did you apply? Mail Telephone In Person

Did you fill out an application? YES NO

Did you send a resume? **YES NO**

Did you ask to be considered for the job, but did not submit anything in writing?

YES NO

If you submitted nothing in writing, to whom did you speak, give the approximate date and describe the circumstances.

4 What is the position in question? _____

If there is more than one position that you applied for, state the name of each position, and answer the remaining questions for each position, attaching separate sheets of paper for each position for which you applied.

5 What was your understanding of the requirements for each job you sought?

5a What was your understanding of the duties of the job?

5b **Attach copies of any classified advertisements, job descriptions, postings or notices describint the job(s) at issue.**

6 What were your qualifications for the job(s) you sought? Please submit a copy of any resume or other description of your skills and experience that you may have.

7 Who interviewed you for hire? List the name or description and CLASS of each person who interviewed you. Also, list each interviewer's job title.

8 When were you told you didn't get the job? _____

8a Were you told why you didn't get the job? **YES** **NO**

8b What were you told? _____

8c Who told you this? (Name, Job Title and **CLASS**) _____

8d Do you have a document that would refute the reasons for your rejection? **YES** **NO**

Please list the name of this document. _____

What does this document reveal? _____

Please attach copies of any letters of rejection.

9 Do you have a witness(es) that would refute the reasons for your rejection or who could show that the reasons given were not the true reasons?

YES **NO**

If yes, please list below.

Name(s) _____

Address(es) _____

Work Title/Department _____

Phone No. _____

10 Were you given any written tests when you applied for, or bid, for this job(s)?

YES **NO**

10a If yes, did you pass the test? **YES** **NO**

11 Were you given any oral tests when you applied for, or bid, for this job(s)? **YES** **NO**

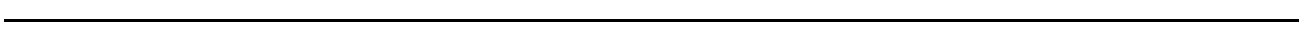
Please list below the names and **CLASS** of any other applicants, or bidders, known to you.

Reason for leaving _____



Employer _____

Address _____

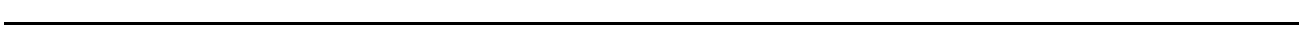


From _____ To _____

Starting salary _____ Ending Salary _____

Position _____ Supervisor _____

Duties _____



Reason for leaving _____



Employer _____

Address _____

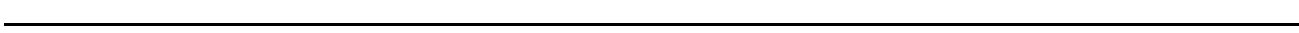


From _____ To _____

Starting salary _____ Ending Salary _____

Position _____ Supervisor _____

Duties _____



Reason for leaving _____



16 Are you a civil service employee? **YES** **NO**

16a Did you file a civil service complaint regarding the above problem? **YES** **NO**

16b What is/was the status of your civil service complaint, if applicable? _____

17 Have you filed a complaint about this matter with any other commission or agency? If so, please specify the Commission or agency and the date you filed, to the best of your recollection.

YES NO

Name of Agency or Commission _____

Date Filed _____ Docket No. _____

18 Have you taken any court action regarding this matter? If so, please specify in what court and the date you filed, to the best of your recollection.

YES NO

Name of Court _____

Date Filed _____

City _____

County _____

State _____

If there are other facts you feel should be considered, record these on the last page of the questionnaire (Continuation Page).

I hereby verify that the statements contained in this complaint are true and correct to the best of my knowledge, information and belief. I understand that false statements herein are made subject to the penalties of 18 PA.C.S. Section 4904, relating to unsworn falsification to authorities.

Signature _____ Date _____

Address _____

City, State and Zip Code _____

Phone No. Home _____

Phone No. Work _____

Phone No. Cell _____

