

To:

From:

RE:

As you may be aware, an unfair labor practice charge has been filed with this Agency alleging that the above-named Company has failed to hire you or consider you for hire, or otherwise has discriminated against you because of your membership in a union. For your convenience, a copy of the charge is attached.

In order to help us in our investigation of this charge, you are asked to complete this questionnaire as completely and accurately as possible, and to return it to our Agency no later than

Our address is:       National Labor Relations Board  
                              Region 25  
                              Room 238  
                              575 North Pennsylvania Street  
                              Indianapolis, IN 46204-1577  
**Attn:**

If you need additional space to answer any question, you may write on the back of these pages or attach additional sheets of paper. We also request that you submit documents prepared in connection with your application for employment.

Your failure to return the completed questionnaire by XXXX, 1998 could result in your portion of the charge being dismissed for lack of cooperation on your part. Therefore, if there is anything on this questionnaire that you do not understand, or if you have questions about any question, or if there is any reason you are unable to complete this questionnaire, please call the investigating Board Agent at the number listed above.

### **QUESTIONNAIRE**

1.     State your full name:

      Social Security Number:

      Current mailing address:

Telephone number (If you do not have a telephone, a number where you can be reached, such as a relative or friend):

2. If you are currently employed, please state the name of your employer:

Address:

Telephone number:

Hours of work:

3. When did you begin working for your current employer?

What position do you occupy and what is your current rate of pay?

4. Are you a member of any union; if so, state its name and address:

How long have you been a member of this union?

Are you a current officer of the Union? If so, state your office and the date you took office:

**5. Have you ever applied or attempted to apply for a job with the Company identified on page 1:**

**Yes                  No**

6. Did you apply/attempt to apply on one occasion or more than one:

One                  More than one

7. List each date on which you applied/attempted to apply and check-mark whether in person, by mail, or by other means:

Date of Application	In Person	By Mail	Other Method
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**Answer questions 8 through 22 separately for each time you applied or attempted to apply. Put your answers for questions 8 through 22 on the back of these pages or on a separate sheet for the second, third, etc. time you applied or attempted to apply:**

8. Did you apply/attempt to apply in response to any advertisement published by the Company? If so,

In what publication (s) did the advertisement appear:

List each date you saw each ad in each publication:

If the ads were different, describe the contents of each ad and list each date you saw each ad (If you have a copy of the ads, please enclose):

9. If you did not apply in response to an advertisement, please explain why you applied or attempted to apply for a job with the Company:

10. Did you visit the Employer's premises when you applied or attempted to apply:

Yes                      No

11. If you did **not** apply in person, describe the manner in which your application was delivered to the Company and the date of its delivery (by certified mail, hand delivered, etc.):

12. Identify each document you gave to the Company (resume, employment application, letter, etc.). If you have a copy of each document, please enclose it:

13. If you applied/attempted to apply in person, did anyone accompany you? If so, please name each person who went with you to the Company:

14. If you attempted to apply for a job but were not permitted to do so, please describe in detail what happened and the name of the person (s) who prevented you from applying and his/her title, if you know it:

15. If you applied for employment at the Company's premises, please place a check-mark next to each type of document which you completed and gave to the Company:

Employment Application

Resume

Completed a written test

Completed a demonstration test

Signed a document consenting to a criminal history investigation

Signed a document agreeing to take a drug test

Describe all other documents that you completed:

**If you have a copy of any of the documents you completed, please enclose them.**

16. List each job you stated you were applying for on the application:

17. List the educational courses, coursework and degrees **which you listed on your application** as part of your qualifications:

18. List the previous employers and the jobs you held with them **which you listed on the application**:

19. List any special skills or equipment you know how to operate, **which you listed on your application**:

20. List the wage rate **which you indicated on your application** that you were willing to accept if hired by the Company:

**ENCLOSE A COPY OF YOUR APPLICATION IF YOU HAVE IT**

21. When you applied for employment, did you speak with any representative of the Company? If so, list each person's name and if known, his/her job title:

Where did you speak with each person?

Was there any witness to any of these conversations? If so, please name the person (s) who witnessed each conversation:

22. Please describe everything you can recall saying to the Company's representative and everything you recall him/her saying to you:

Did any Company representative indicate whether the Company was hiring at the time or would be in the near future? If so, please describe everything you can recall the Company representative saying about the Company's hiring plans:

Did any Company representative say how long applications were kept by the Company – or how long an application was considered "active"? If so, describe everything you recall the Company representative saying:

23. When you applied or attempted to apply did you indicate in any manner that you were a member of any union? If so, describe what you did to reveal your union membership (If you wore clothing or any paraphernalia bearing the union's name or logo, please describe; if you indicated on your application your union membership, please state what you put on your application):

24. Either at the time you applied/attempted to apply or later, did any representative of the Company make any comment to you about your union membership or about the union, or unions in general? If so, state everything you can recall the Company representative saying and everything you said:

25. Were you interviewed by any representative of the Company? If so, on what date(s):

26. Where at the Company's office did the interview occur?

State the name and title of the person who interviewed you:

Was anyone else present during the interview? If so, state his/her name and title, if known:

How long did the interview last?

State everything you recall the Company's representative saying during the interview and everything you recall saying:

27. Were you administered any kind of test by the Company? If so, check-mark whether it was:

A Written Test

A Demonstration Test

28. Do you know what your score was? If you know, please state your score:

29. Did the Company representative say anything to you about how well you did on the test? If so, state everything you recall the Company representative saying and everything you recall saying:

**After you applied/attempted to apply, did you complete an Application Report, a log sheet or any other document in which you made a record of what happened when you applied? If so, and if you have a copy of these records, please attach them.**

30. After you applied/attempted to apply, did you have any further contact with any representative of the Company? If so, check-mark whether it was:

Telephone Contact                      Visited Company

31. Please list below each date on which you **phoned** the Company to follow-up on your application; the name and title of the person with whom you spoke; and everything you can recall the representative saying; and everything you can recall saying:

Date    Representative spoken to & Title

Content of conversation:

Date    Representative & Title

Content of conversation:

**Use reverse side to describe additional phone calls.**

32. Please list below each date you **visited** the Company to follow up on your application; the name and title of the person with whom you spoke; and everything you can recall the representative saying; and everything you can recall saying:

Date

Representative & Title

Content of conversation:

**Use reverse side to describe additional visits to Company.**

33. To date, have you been offered any job by the Company? If so,

Date of job offer:

Title of position offered (or description of type of work job involved):

Name & title of person who offered you the job:

Location where offer was made (i.e., on phone, at Company's office, etc.)

If anyone else was present when the offer was made, please state his/her name and job title, if known:

State everything you can recall the Company representative saying, and everything you can recall saying:

34. If you were hired, state

Date of hire:

Your job title or position you occupied:

Work hours:

Date of separation from employment with the Company, if applicable:

35. Do you know the name, phone number and/or address of any other person **who is not a union member** and who applied for a job with the Company about the same time as you, **but who was hired**? If so, state each person's name, phone number and address, if known:

36. Do you know the name, phone number and/or address of any other person **who is not a union member** and who applied for a job with the Company about the same time as you, and **who was not hired**? If so, state each person's name, phone number, and address, if known:

37. Do you know the name, phone number and/or address of any other person **who is a member of a union (any union)** and who applied for a job with the Company about the same time as you, and **who was hired**? If so, state each person's name, phone number and address, if known:

38. If you have ever previously worked for this Company please state your date of hire:

Job title or position occupied:

Date of separation, if applicable:

Describe the circumstances in which your employment with the Company ended:

39. Have you been told by any representative of your union that if you are hired by a non-union Company, the union will also pay you money? If so,

State the name & job title of the union representative who told you your wages would be supplemented?

State exactly what you were told (i.e., were you told the Union would pay you a specified amount of money per hour; or that it would pay the difference between your wages and the journeyman or apprentice wage rate; or something else?):

40. Since applying with the Company, have you had any conversation with any Company representative away from the Company's premises or a job site? If so,

Name the Company representative with whom you spoke and job title:

Date of conversation:

Location of conversation:

Name, address and phone number of any witnesses to conversation:

State everything you can recall the Company representative saying and everything you said:

**IF DOCUMENTS ARE BEING ENCLOSED, PLEASE IDENTIFY THEM:**

I hereby certify that the information which I have provided on this questionnaire is true and correct to the best of my knowledge and recollection.

Signature

Date

**PLEASE NOTE: This questionnaire and supporting documents must be returned no later than (21 days from the date of the letter to the Charging Party). Your failure to return this questionnaire and documents could result in your portion of the unfair labor practice charge being dismissed for lack of cooperation.**

**If you have any questions about completing this questionnaire please contact the Board Agent whose name appears on the first page.**

**Re: XXXXXXXXXXXX**

**Case No. 25-CA-XXXX**

