

DOUGLAS, LEONARD & GARVEY, P.C.

**NEW HAMPSHIRE OVERTIME
AND
WAGE & HOUR CHECKLIST**

I. GENERAL INFORMATION

Your Name _____ Date of Birth: _____

Address _____

Home Phone Number _____ Work Phone Number: _____

Marital Status: _____

E-Mail Address: _____

Your Social Security Number: _____

Current Employer: _____

Work Address: _____

Length of Time With Employer: _____

II. EMPLOYER

Your Job Title _____

Date You Were Hired _____

Your Salary/Pay _____

Did you have an Employment Contract? _____

Name of Your Supervisor(s) _____

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Were you provided an Employee Handbook or Manual? _____ If so, do
you have a copy? _____

Have you requested a copy of your personnel file? _____

If so, have you received a copy? _____

Were you terminated? _____

If so, what was the reason given to you for your termination?

What do you believe is the reason for your termination?

Did you resign? _____ If so, what was the reason for your
resignation?

Prior to your termination/resignation, had you made any complaints
or Reports to your supervisor or anyone at your employer about
any matters connected or related to your termination/resignation?

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What is your performance history (include any prior reprimands or Disciplinary action as well as your reviews or evaluations)?

III. DAMAGES

Provide a detailed description of all overtime wages or compensation you believe you are owed or entitled to receive?

IV. RECORDS

Do you have documents or records supporting your overtime/wage claim? _____

If so, describe the documents and how they support your claim:

Return to:

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