



**5. Basis for the discrimination:**

Please indicate the basis on which you believe you were discriminated against. If you believe more than one basis was involved, you may check more than one box:

<input type="checkbox"/> Age- <i>provide date of birth:</i>	<input type="checkbox"/> Citizenship or status as alien US Worker
<input type="checkbox"/> Color	<input type="checkbox"/> Disability
<input type="checkbox"/> National Origin	<input type="checkbox"/> Political Affiliation
<input type="checkbox"/> Political Belief	<input type="checkbox"/> Religion
<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sexual Harassment
<input type="checkbox"/> Gender - <i>Specify</i> <input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> Status as a program participant under the Workforce Investment Act of 1998
<input type="checkbox"/> Race - <i>indicate race:</i>	<input type="checkbox"/> Other ( <i>Specify</i> ):
 <input type="checkbox"/> of Hispanic or Latino origin <input type="checkbox"/> not of Hispanic or Latino origin	

**6. Have you previously filed a complaint against this person(s)/entity?**  Yes  No

If YES, answer the questions below, if NO move to section 7.

a. Was your complaint in writing?                     Yes     No

b. On what date did you file the complaint?

c. Name of office where you filed your complaint:  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Phone number: (        ) - \_\_\_\_\_  
Contact person (*if known*): \_\_\_\_\_

d. Have you been provided a final decision or report?                     Yes     No  
**If you marked "YES", please attach a copy of the complaint.**

**7. What corrective action or remedy do you seek? Please explain:**

**8. Choosing a personal representative:**

- You may choose to have someone else represent you in dealing with this complaint. It may be a relative, friend, union representative, an attorney or someone else.
- If you choose to appoint someone to represent you, all of our communication to you will be routed through your representative.

Do you want to authorize a personal representative to handle this complaint?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**If YES, complete the section below. If NO, go to Section 10.**

**AUTHORIZATION OF PERSONAL REPRESENTATIVE**

I wish to authorize the individual identified below to act on my behalf as my personal representative, in matters such as mediation, settlement conferences, or investigations regarding this complaint.

Name:

I am an attorney representing the complainant.  I am not an attorney representing the complainant.

Mailing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone : (     )     -                      Fax: (     )     -

E-mail: (     )     -

**9. Alternate Dispute Resolution (ADR) also known as mediation.**

**Notice:** You must indicate if you wish to mediate your case. The EEO Office cannot begin to process your complaint until you have made a selection. Please check **YES** or **NO** in the spaces below.

- Mediation is an alternative to having your complaint investigated.
- Neither party loses anything by mediating.
- The parties to the complaint review the facts, discuss opinions about the facts, and strive for an agreement that is satisfactory for both.
  - Agreement to mediate is not an admission of guilt by the person(s)/entity that you claim discriminated against you.
  - Mediation is conducted by a trained, qualified and impartial mediator.
  - You (or your Personal Representative) have control to negotiate a satisfactory agreement.
  - **Terms of the agreement are signed by the complainant and the person(s)/entity that you claim discriminated against you.**
  - **Agreements are legally binding on both parties.**
  - If an agreement is not reached, a formal investigation will start.
  - Failure to keep an agreement will result in a formal investigation.
  - A formal investigation will be opened if retaliation is reported.

▪ **Do you wish to mediate your complaint?**

(Please check only one box)

**YES**, I want to mediate.

**NO**, please investigate.

**If you select "YES" you will be contacted within five business days with more information.**

**10. Complainant's signature:**

**You must sign this form for your complaint to be processed!**

- Faxed or otherwise electronically delivered complaints will be logged into our system; however, an official investigation cannot begin until the original, signed copy is received.

**Signature:**

**Date:**