



**COOK COUNTY
COMMISSION ON HUMAN
RIGHTS**

69 W. Washington St., Suite 3040
Chicago, Illinois 60602
312/603-1100 Office
312/603-9988 Fax
312/603-1101 TDD

Toni Preckwinkle

President, Cook County Board of
Commissioners

Ranjit Hakim

Executive Director

Kenneth A. Gunn

Chairperson

READ THE FOLLOWING BEFORE CONTINUING WITH THIS FORM

Before a complaint can be filed, you must fill out the attached Employment Complaint Information Sheet. We must establish if we have the right to investigate your claim. If for any reason we believe we do not have the authority to investigate your claim, we will advise you of the reason.

The Cook County Human Rights Ordinance requires that a complaint be filed within 180 days from the date the alleged discriminatory or harassing action was taken against you. In order to provide for sufficient time in which to prepare and file your complaint, it is imperative that the Employment Complaint Information Sheet be returned to the Commission well in advance of the 180th day complaint filing deadline.

A complaint will be prepared by the Commission based upon information provided by you and contained in the Employment Complaint Information Sheet.

If you need more space to answer any of the questions on the Employment Complaint Information Sheet, please attach additional pages and refer to the number of the question you are answering.

I have read and understand the above information.

Signed: _____ Date: _____

COOK COUNTY COMMISSION ON HUMAN RIGHTS

69 W. WASHINGTON ST., SUITE 3040

CHICAGO, ILLINOIS 60602-3007

PHONE: 312.603.1100 • FAX: 312.603.9988 • TDD: 312.603.1101

human.rights@cookcountyil.gov

http://www.cookcountygov.com

EMPLOYMENT DISCRIMINATION INTAKE INFORMATION SHEET

1. COMPLAINANT'S CONTACT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Other phone: _____

E-mail: _____

For statistical purposes only, provide the following:

Sex: F M Date of birth: _____ Race: _____

Who can we contact in the event this office is unable to reach you?

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Other Phone: _____

(telephone contact information must be different from Complainant contact information listed above)

2. RESPONDENT INFORMATION

Provide the following information about the employer or organization you believe discriminated against you:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

If relevant, identify the individual(s) you believe most responsible for the cause of your complaint:

Name: _____ Title: _____

IMPORTANT NOTICE

BEFORE YOU SIGN THIS DOCUMENT, BE ADVISED: COMPLAINTS OF DISCRIMINATION MUST BE FILED **WITHIN 180 DAYS** OF THE LAST DATE OF DISCRIMINATION. FILLING OUT THIS INFORMATION SHEET IS **NOT** THE SAME AS FILING A COMPLAINT. THIS INFORMATION SHEET IS AN INTAKE TOOL FOR USE BY COMMISSION STAFF.

Signature: _____ Date: _____