



## INITIAL MESSAGE – INTAKE FORM

Campus/Chapter Number CSU, FRESNO - 309 Today's Date \_\_\_\_\_

Employee Name \_\_\_\_\_ Bargaining Unit \_\_\_\_\_

Personal Phone \_\_\_\_\_ Department \_\_\_\_\_

Personal Email \_\_\_\_\_ Date of Hire \_\_\_\_\_

Work Phone \_\_\_\_\_ Lunch \_\_\_\_\_ Breaks \_\_\_\_\_

Administrator (Manager) \_\_\_\_\_ Work Phone \_\_\_\_\_

**Please Include: What happened, the date, the place, and other people involved**

Additional comments (use additional sheets if necessary)