



**OFFICE OF DIVERSITY AND CIVIL RIGHTS**  
**547 W. Jackson Blvd., Chicago, Illinois 60661**  
**Intake Phone (312) 322-6323, Fax (312) 322-4273**  
**EXTERNAL COMPLAINT FORM FOR JOB APPLICANT**  
**OR TERMINATED/FORMER METRA EMPLOYEE**

**Section I:**

\_\_\_\_\_ ( ) Job Applicant ( ) Terminated/Former Metra Employee  
 Name of Complainant ( ) Other

\_\_\_\_\_ Date of Alleged Discrimination or Incident: \_\_\_\_\_  
 Home Address

\_\_\_\_\_ Location of Incident: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_  
 City, State, Zip Code

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

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 This form is used to file an external complaint of discrimination under Title VII of the Civil Rights Act of 1964 and related statutes. Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, religion, sex, national origin, and sexual harassment. Gender identify and sexual orientation are also viewed as forms of sex discrimination under Title VII.\*

Discrimination is also prohibited by the Civil Rights Act of 1991, Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967 (ADEA), the Rehabilitation Act of 1973, the ADA Amendments Act of 2008 (ADAAA), the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Uniform Services Employment and Reemployment Act (USERRA), the Pregnancy Discrimination Act of 1978, the Illinois Human Rights Act, and the Genetic Information Nondiscrimination Act of 2008 (GINA).

**Section II:**

Please indicate below why you think these alleged discriminatory acts were taken (check only the categories that support your clam of discrimination): **For Example: Religion – State your religion: Muslim/Catholic** (I am being discriminated on the basis of my religion, I was told not to wear my hijab/cross/ etc. during my job interview).

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|---|---|
| <input type="checkbox"/> <b>Race</b> – State your race: _____   | <input type="checkbox"/> <b>Marital Status</b>                                |
| <input type="checkbox"/> <b>Color</b> – _____   | <input type="checkbox"/> <b>Veteran’s Status</b>                              |
| <input type="checkbox"/> <b>Religion</b> – State you religion: _____  | <input type="checkbox"/> <b>Armed Forces Reserve or National Guard Status</b> |
| <input type="checkbox"/> <b>National Origin</b>   | <input type="checkbox"/> <b>Unfavorable Military Discharge</b>                |
| <input type="checkbox"/> <b>Ancestry</b>  | <input type="checkbox"/> <b>Arrest Record</b>                                 |
| <input type="checkbox"/> <b>Citizenship Status</b>  | <input type="checkbox"/> <b>Order of Protection Status</b>                    |
| <input type="checkbox"/> <b>Age</b> – State your age: _____<br>(Please note that for age you must have been at least 40 years old when the matter of concern occurred.) | <input type="checkbox"/> <b>Any Other Protected Category</b>                  |
| <input type="checkbox"/> <b>Sex</b> – ( ) Female ( ) Male   | <input type="checkbox"/> <b>Physical or Mental Disability</b>                 |
| <input type="checkbox"/> <b>Sexual Orientation</b>  | <input type="checkbox"/> <b>Disability</b> – State your disability:<br>_____  |
| <input type="checkbox"/> <b>Gender Identity</b>   | <input type="checkbox"/> <b>Reprisal (retaliation)</b>                        |





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**Please list the names of your co-workers (comparatives) that were treated differently (if applicable):**

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**Please specify the remedial action that you believe will resolve your complaint:** \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This complaint will not be processed unless it is signed and dated by the Complainant*

Upon completion of this form please submit it to the department representative below:

Office of Diversity and Civil Rights  
Metra  
547 West Jackson Boulevard  
Chicago, IL 60661  
Phone: (312) 322-6323  
Email: metraeeo@metrarr.com

**Note:** The laws enforced by the Office of Diversity and Civil Rights prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws.