



# FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE (FCIHO) COMPLAINT INTAKE FORM



The City of Los Angeles' FCIHO prohibits Employers from asking or obtaining information about an individual's Criminal History during the job application process. The FCIHO requires that Employers:

- Do not inquire about an Applicant's criminal history on job applications (i.e. job postings, job applications, and/or during an interview)
- Only request a criminal background check AFTER a Conditional Offer of Employment has been made
- If rescinding an offer of employment, Employers are required to provide the Applicant with a copy of: a) the Notice of Rescinded Employment Offer; b) a Written Assessment based on the Applicant's criminal history and the job duties; and c) any documentation supporting the Employer's determination
- Allow the Applicant a "Fair Chance Process" by holding the job open for at least five (5) business days to allow an Applicant time to provide the Employer with information or documentation regarding the accuracy of the Applicant's criminal history or other information that should have been considered in the Employer's assessment, such as evidence of rehabilitation or other mitigating factors
- Comply with the notice/posting requirement of the FCIHO
- Refrain from any form of retaliation against employees who seek to enforce the terms of the FCIHO

Additional information can be found at [http://bca.lacity.gov/eeo\\_fair\\_chance](http://bca.lacity.gov/eeo_fair_chance)

The information provided on this form is confidential to the extent permitted by applicable laws.

### SECTION I: COMPLAINANT INFORMATION

1. Last Name:	First Name:	Middle Initial:
2. Mailing Address:	City:	State: Zip:
3. Primary Phone:	Secondary Phone:	Email:

### SECTION II: BUSINESS/EMPLOYER INFORMATION

4. Business/Employer Name:			
5. Business Address:	City:	State:	Zip:
Business Phone:	Email:		

### SECTION III: INCIDENT INFORMATION (Fill out where applicable)

6. Date(s) of Violation(s):
7. Applied for the position of:
8. <u>Application Process</u> : Please submit a copy of the posting / application, if available. A. Was the violation during the Application Process? Yes <input type="checkbox"/> No <input type="checkbox"/> B. If so, was the violation on a (check all that apply): <input type="checkbox"/> Job Posting <input type="checkbox"/> Online Application <input type="checkbox"/> Paper Application <input type="checkbox"/> Other, please specify: _____
9. <u>Interview Process</u> : A. Was the violation during the Interview Process? Yes <input type="checkbox"/> No <input type="checkbox"/> B. If so, did the Employer inquire about the Applicant's Criminal History during the interview (including convictions, arrests, investigations, or any action(s) that did not lead to a conviction)? Yes <input type="checkbox"/> No <input type="checkbox"/> C. Was an employment decision made based on information provided voluntarily by an Applicant during the interview process? Yes <input type="checkbox"/> No <input type="checkbox"/>
10. <u>Fair Chance Process</u> : Please submit a copy of any documentation, if available. A. Did the Employer make a Conditional Offer of Employment, and after the Criminal History review, the offer was rescinded? Yes <input type="checkbox"/> No <input type="checkbox"/> B. Did the Employer provide the following when the offer was rescinded? <input type="checkbox"/> Written Notification of Rescinded Employment Offer <input type="checkbox"/> Written Assessment of Applicant's Criminal History and the job duties <input type="checkbox"/> Any Supporting Documentation used to make this determination C. Did the Employer hold the position open for at least five (5) days to allow for the Applicant's "Fair Chance Process"? Yes <input type="checkbox"/> No <input type="checkbox"/>
11. <u>Other</u> : A. Did the Employer fail to comply with the FCIHO notice and/or posting requirement (i.e. no FCIHO notice posted in plain sight)? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain: _____ B. Did the Employer retaliate? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain: (Ex. Did the violation occur after an Employee made a complaint about the FCIHO or by seeking to enforce his/her rights under the FCIHO?) C. Did the Employer fail to comply with any other aspect of the FCIHO not previously mentioned above? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain: _____

### SECTION IV: SIGNATURE

I declare under penalty of perjury under the laws of the State of California that the information I have provided is true to the best of my knowledge.

\_\_\_\_\_  
Signature Name Date

**SUBMIT COMPLAINT INTAKE FORM TO: Office of Contract Compliance c/o Equal Employment Opportunity Enforcement (EEOE) via Email at [bca.eeoe@lacity.org](mailto:bca.eeoe@lacity.org) or Mail to 1149 S Broadway, Suite 300, Los Angeles, CA 90015**