Applicant, an Employer

You may file a related claim for any related violations with the Office of Wage Standards in person, by phone, by mail, or online.

After an Employer receives documentation with Applicant was notified, & supporting documentation. REVIEW Applicant. Documentation may include references, Action, copy of the written reassessment, date the factors, & more.

(Turn of documentation.)

the proposed Adverse Action in light of REASSESS the information received.

NOTIFY!

examples of relevant individualized evidence from the three (3) years.

An Employer must keep copies of all related records for

1. ALL JOB APPLICANTS

• Conditional Offer of Employment has been made to the Applicant.

2. EXCEPTIONS from certain Employment Application procedures include but are not limited to:

- An Employer required by law to obtain information regarding a Conviction of an Applicant
- An Employment position requiring possession or use of a firearm
- An Applicant who is prohibited by law from holding the Employment position

3. CRIMINAL BACKGROUND CHECK (IF APPLICABLE)

A criminal background check is NOT included.

4. FAIR CHANCE PROCESS (IF APPLICABLE)

A conditional offer has been made to the Applicant

5. WHAT'S THE APPLICATION PROCESS?

WHAT IS IT?

Employers cannot inquire into a Job Applicant’s Criminal History, by any means, unless until a Conditional Offer of Employment has been made to the Applicant.

WHO'S COVERED?

• ALL JOB APPLICANTS (i.e., full-time, part-time, exempt, temporary, independent contractor, etc.)

• EMPLOYERS with at least ten (10) Employees in the City of Los Angeles

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6. REASSESSMENT

TURN OVER FOR MORE INFORMATION ON THE FAIR CHANCE INITIATIVE FOR HIRING APPLICATION PROCESS.

FAIR CHANCE INITIATIVE FOR HIRING

LA

FOR MORE INFORMATION, PLEASE CONTACT THE OFFICE OF WAGE STANDARDS:

1-844-WAGESLA (924-3752)
wagesla@lacity.org
http://bca.lacity.gov/fair-chance

1149 S. Broadway, Suite 300 Los Angeles, CA 90015

Visit Enforcement Guidance “Green Factors”:

- Number of offenses for which you were convicted;
- Amount of time
- Harm caused by criminal conduct.
- Circumstances and environment.
- Position’s essential functions, Job Duties & Responsibilities of the Employment Position

1. APPLICATION & INTERVIEW IF DESIRED

2. CONDITIONAL OFFER OF EMPLOYMENT ONLY CONDITIONED UPON AN ASSESSMENT OF THE APPLICANT’S CRIMINAL HISTORY, IF ANY, AND THE RESPONSIBILITIES OF THE EMPLOYMENT POSITION

3. CRIMINAL BACKGROUND CHECK (IF DESIRED)

4. INDIVIDUALIZED ASSESSMENT (IF APPLICABLE)

5. FAIR CHANCE PROCESS (IF APPLICABLE)

6. REASSESSMENT

RISKS INHERENT TO THE EMPLOYMENT POSITION

The responsibilities of the Employment position and the Applicant’s Criminal History, if any.

If the written assessment effectively links specific aspects of the Criminal History with risks inherent to the Employment position, then the Employer must notify the Applicant of the proposed Adverse Action, copy of the written assessment, date the factors, & more.

The Fair Chance Initiative for Hiring is a nonprofit organization that reduces criminal barriers to employment.

Visit www.fairchance.org for more information.

WAGESLA (924-3752)

LA

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Conditional Offer of Employment has been made to

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