

Los Angeles Fair Chance Initiative for Hiring Ordinance notice

Applicant notice explaining the ban-the-box, individualized assessment, and Fair Chance Process under L.A.M.C. §189.00.

{Employer Name} is subject to the Los Angeles Fair Chance Initiative for Hiring Ordinance (FCIHO), L.A.M.C. §189.00. These are your rights as an applicant or employee in the City of Los Angeles.

1. Ban the box

The Company will not inquire about, or seek information about, an applicant's criminal history until after a conditional offer of employment has been extended. This includes job solicitations, applications, interviews, and conversations.

2. Individualized assessment

If the Company intends to rescind a conditional offer based on information discovered during the background check, the Company will complete a written Individualized Assessment that links specific aspects of your criminal history to the risks inherent in the duties of the position sought.

3. Fair Chance Process

If a rescission is proposed, the Company will provide you with written notice, a copy of the Individualized Assessment, and copies of any documentation used in the decision. The Company will hold the position open for at least five business days from the date of that notice so that you may submit additional information or documentation — including evidence of rehabilitation or mitigating factors — which the Company will review and reassess before making a final decision.

Where to get help

City of Los Angeles, Department of Public Works, Office of Contract Compliance · 1149 S. Broadway Street, Suite 300, Los Angeles, CA 90015 · (844) WagesLA · WagesLA@lacity.org.

Not all applicants and employees are covered under the FCIHO. See the full ordinance (L.A.M.C. §189.00) for details.

Applicant signature (acknowledgment of receipt)

Printed name

Date
