

San Francisco Fair Chance Ordinance notice

Applicant and posting notice for the San Francisco FCO — ban-the-box, seven-day reconsideration, and enforcement contacts.

{Employer Name} is subject to the San Francisco Fair Chance Ordinance. This notice must be provided to applicants and posted where employees can read it easily. Employers with 5 or more employees worldwide and all City contractors must comply.

- The Company will not ask about arrests or convictions on a job application.
- The Company will not conduct a background check or ask about criminal records until after making a conditional offer of employment.
- The Company will only consider convictions that are directly related to the duties of the job, and will never consider seven categories of arrests or convictions — including convictions that are more than seven years old. See www.sfgov.org/olse/fco.
- Before rejecting an applicant based on a background check, the Company will notify the applicant and provide a copy of the background check, give the applicant seven days to respond, and reconsider its decision based on any evidence the applicant provides.

Where to get help

San Francisco Office of Labor Standards Enforcement · (415) 554-5192 · www.sfgov.org/olse.

Applicant signature (acknowledgment of receipt)

Printed name

Date
