



Philadelphia Commission on Human Relations Fair Chance Hiring (Ban the Box) Intake Form

Philadelphia's Fair Criminal Record Screening Standards Ordinance (Ban the Box) prohibits employers from asking about criminal records during the job application process.

- Employers cannot ask about your criminal background on job applications or during any job interview.
- Employers can run your criminal background check ONLY AFTER a conditional offer of employment is made (final hiring depends on the results of your background check).
- If you are rejected, the employer must send the decision to you in writing with a copy of the background check used to make the decision.
- You have 10 days to give an explanation of your record, proof that it is wrong or proof of rehabilitation.

Complainant Information

Complainant
Name:

Last *First* *M.I.*

Complainant
Address:

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Preferred

telephone number: () _____ Complainant Email: _____

Language

Preference: _____

Employer Information

Employer Name:

Last *First* *M.I.*

Address:

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Employer Phone: () _____ Employer business type: _____

Job Application Form

1. Type of Job Application form (if applicable)

Online (please provide internet address)

Paper

Other (please specify)

2. Did the job application ask about arrest, criminal record or criminal conviction history?

Yes

No

3. Did you apply for the position?

Yes (If yes, date of application) _____

No, I am notifying PCHR about a potential violation

Incident Information

4. Position(s) applied for:

5. What did the Employer ask about?

Arrest(s)

Criminal Conviction(s)

Criminal Accusation(s)

Other _____

General Criminal Background Information

6. Without being asked, did you tell the employer anything about the criminal conviction?

Yes

No

7. Did you receive a conditional job offer?

Yes

No

If you checked yes to number 7, please answer questions 8, 9, 10, 11 and 12.

8. Was the job offer withdrawn?

Yes

No

9. If the job offer was withdrawn, were you given a reason?

Yes (provide reason rejection)

No

10. Were you notified in writing?

Yes, (please provide reason)

No

11. Were you given the opportunity to respond?

Yes

No

12. Have been convicted of a crime, or have you served a jail sentence because of a conviction within the last 7 years?

Yes, (provide charges and/or date of release)

No

Attach additional pages, if necessary.

13. Are you on probation or parole at the present time?

Yes

No

Additional Information

14. Please use the box below to provide additional information that may be helpful in considering your complaint.

I declare under penalty of perjury that all of the information that I have provided on this form is true, correct and complete to the best of my knowledge. I acknowledge that false statement on this form are punishable under state law, 18 Pa. C. S. §4904 (unsworn falsification to authorities)

Signature

Today's Date

Please return this form by mail or in person to:

**Philadelphia Commission on Human Relations
601 Walnut Street, Suite 300 South
Philadelphia, PA 19106**

For questions, please call (215) 686-4670, or email pchr@phila.gov.

Once we have received your completed form, our intake staff will contact you. Completing this form does not mean you have filed a complaint.