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

<table>
<thead>
<tr>
<th>Complainant Name:</th>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complainant Address:</td>
<td>Street Address</td>
<td>Apartment/Unit #</td>
<td></td>
</tr>
<tr>
<td>Preferred telephone number:</td>
<td>( )</td>
<td>Complainant Email:</td>
<td></td>
</tr>
<tr>
<td>Language Preference:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Employer Information

<table>
<thead>
<tr>
<th>Employer Name:</th>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Street Address</td>
<td>Apartment/Unit #</td>
<td></td>
</tr>
<tr>
<td>Employer Phone:</td>
<td>( )</td>
<td>Employer business type:</td>
<td></td>
</tr>
</tbody>
</table>
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
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.