



Fair Chance Hiring Intake Form

Philadelphia's Fair Chance Hiring Law, officially known as the **Fair Criminal Record Screening Standards Ordinance**, prohibits employers from asking about criminal records throughout the employment process and regulates how employers may use information obtained in a background check.

- 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 the employer intends to rescind the job offer, first, they must notify you in writing. They must provide the document they used to consider the reversal, which includes the specific convictions. The notice must also include information about your rights.
- You have 10 days to explain your record, proof that it is accurate, or proof of rehabilitation.

COMPLAINTS MUST MEET CERTAIN REQUIREMENTS. Please check the boxes to confirm that your claim meets the necessary criteria

- Discrimination occurred in the city of Philadelphia.
- Discrimination occurred within the past 300 days.

STOP

If your complaint does not meet the above requirements, PCHR may not be able to investigate your complaint.

If you have any questions, you may speak with an intake representative at 215-686-4670, TTY 215-686-3238.

COMPLAINANT INFORMATION

First Name:	Last Name:	Middle Initial: <i>(optional)</i>
Street Address (include apartment or unit #)		
City	State	Zip
Email Address:	Home Phone:	Cell Phone:

Language Preference: _____

EMPLOYER INFORMATION

Includes any job work for pay, including temporary or seasonal work, contracted work, work through the services of a temporary or other employment; or any form of vocational or educational training with or without pay.

***Positions in law enforcement or domestic services in a private home where the employer resides are exempt.**

Name of Business:

Contact Person:

Address:

City	State	Zip Code
Employer Phone:	Employer business type:	

Are you an applicant? Yes No

Are you currently employed by this business? Yes No

Job Advertisement

1. Type of Job Application form (if applicable)

- Online (please provide internet address)
- Paper
- Oral Communication to prospective Applicants about potential job opening.
- Other (please specify)

2. Did the job advertisement or notice of job opening state that the employer intends to conduct a criminal background check after a conditional offer of employment, promotion, or re-employment is made?

Yes No

2 a. If yes, did the notice state that any consideration of information obtained in the background check will be an individualized assessment based on your specific record and the duties and requirements of the job?

Yes No

Job Application

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

Yes No

4. Did you apply for the position?

- Yes (If yes, date of application) _____
- No, I am notifying PCHR about a potential violation

5. Are you an independent contractor?
 Yes No
6. Is the business referred to in the *employer* section (above) a placement or employment agency?
 Yes No
7. Are you applying to this business for the first time?
 Yes No
8. Are you applying for re-employment (have you previously worked for this employer)?
 Yes No
9. Are you applying for a promotion?
 Yes No
10. Are you applying for a new position at the place where you are currently employed?
 Yes No

Position for which you Applied

11. Position(s) applied for:

12. What are the duties of the job?

The Interview

13. If you believe the employer asked questions that violate the ordinance, please tell us what the employer asked about.

- Arrest(s) Criminal Conviction(s)
 Criminal Accusation(s) Pending Criminal Charge(s)
 Whether you are willing to submit to a background check
 General Criminal Background Information
 Other?

-
14. Without being asked, did you tell the employer anything about any previous criminal convictions?
- Yes No

Termination from Currently Held Position

15. Were you terminated from a currently held position due to a Pending Criminal Charge?
- Yes No

15 a. If yes, list the duties of the job from which you were terminated.

15 b. What is the Pending Criminal Charge?

16. Did your employer have a written policy detailing what Pending Criminal Charges are reportable?
- Yes No

17. Did you report the Pending Criminal Charge?
- Yes No

Conditional Offer withdrawn

18. Did you receive a conditional job offer that was withdrawn
- Yes No

If you checked yes to number 18, please answer questions 19 - 25

19. If yes, **before the employer withdrew the job offer**, did you receive a **written notice** that the employer **intends** to reject you or withdraw the conditional offer based in whole or in part on criminal record information?

*** A text message, email, or hard copy (paper) is considered a "writing". ***

- Yes No

If yes, answer the following questions:

20. Did the notice identify the **specific criminal conviction** the employer relied on to withdraw the job offer?
- Yes No

20 a. If yes, what criminal conviction(s) did the employer identify?

20b. Did the employer provide a copy of the criminal record used? If yes, please attach a copy of the criminal record the employer provided.

- Yes No

21. Is all of the information on the criminal record accurate?

Yes

No

21a. If not, identify the information that is not accurate.

22. With regard to the information that *is* accurate, did you serve a jail sentence within the last 7 years because of one or more of the convictions(s)?

Yes

No

22 a. If yes, provide the dates you were incarcerated

From: Month Day Year ... To: Month Day Year

From: Month Day Year ... To: Month Day Year

From: Month Day Year ... To: Month Day Year

Additional Information Required with Notice to Withdraw Job Offer

Did the employer provide a notice with the information listed below: See [FAIR CRIMINAL RECORDS SCREENING STANDARDS ORDINANCE Enacted: October 8, 2025 Effective: January 6, 2026](#)

Did the employer provide:

- A summary of your rights under the law Yes No
- A statement that the employer will consider evidence of any error in the criminal history records and evidence of rehabilitation and mitigation (explanation of circumstances or factors that may reduce your culpability in the situation) if you provide such information Yes No
- A list of the types of evidence that may be offered Yes No
- Instructions on how to provide evidence or explanation directly to the employer Yes No

23. Were you informed that you have 10 business days to provide evidence of inaccuracy of the information or an explanation of circumstances before the employer makes a final determination concerning employment?

Yes No

24. Did you provide evidence of any error in the criminal history records and/or evidence of rehabilitation and/or mitigation within 10 business days of receiving notice?

Yes No

If yes, what information did you provide?

Retaliation

It is unlawful for an employer or other person to take any action that negatively impacts you (other than lawfully rejecting you for a position) for exercising your rights under this law.

For example:

If you were an applicant whose conditional offer was withdrawn, the employer tells other companies that you may be a “troublemaker” due to your criminal record.

Or

The employer does not consider your application for other positions for which you may be qualified

If you are a current employee who applied for promotion or lateral transfer and you provided information pertinent to an individual assessment, you were then demoted, terminated, suspended, or subjected to excessive and unreasonable levels of supervision.

Or

After you were terminated, the employer gave you a negative reference when you applied for a new job

25. Did the employer take any action that negatively affected you (other than lawfully rejecting you for a position) within 90 days after you exercised your rights under this law?

Yes,

No

If yes, describe the action taken against you and the date the action was taken

Date _____ Action Taken Against You _____

Additional Information

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 the information that I have provided on this form is true, correct, and complete to the best of my knowledge. I acknowledge that false statements 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.