Notification Email

<Date>

Hello <Applicant Name>,

As part of your consideration for volunteer assignment, you will need to fill out the background questionnaire found at the link below.

Click here to begin

The background questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background investigation.

To remain in active consideration for volunteer assignment, you must complete the background questionnaire within <Days Email Active> days.

Thank you,

<Client Name>
<Client Email>
<Client Phones>

This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise protected from disclosure. Dissemination, distribution, or copying of this e-mail or the information herein by anyone other than the intended recipient, or by an employee or agent responsible for delivering the message to the intended recipient, is prohibited. If you have received this e-mail in error, please notify us immediately by replying to the sender.

Reminder Email

<Date>

Hello <Applicant Name>,

This is a reminder that you have not yet completed the background questionnaire. To begin, please click on the link below.

Click here to begin

If you have any questions, please contact us using the information below.

Thank you,

<Client Name>
<Client Email>
<Client Phones>

This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise protected from disclosure. Dissemination, distribution, or copying of this e-mail or the information herein by anyone other than the intended recipient, or by an employee or agent responsible for delivering the message to the intended recipient, is prohibited. If you have received this e-mail in error, please notify us immediately by replying to the sender.

Confirmation Email

<Date>

Hello <Applicant Name>,

Thank you for filling out our background questionnaire. **Your file number is <File Number>**. Use this number when referring to your background screening report. If you have any questions regarding next steps, please contact us using the information below.

Thank you,

<Client Name>
<Client Email>
<Client Phones>

NOTE: If you have any questions regarding your background screening report, please contact the background screening agency below.

<CRA Name>
<CRA Phones>
<CRA Address>

This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise protected from disclosure. Dissemination, distribution, or copying of this e-mail or the information herein by anyone other than the intended recipient, or by an employee or agent responsible for delivering the message to the intended recipient, is prohibited. If you have received this e-mail in error, please notify us immediately by replying to the sender.

Notify When Ready Email

The applicant, <Applicant Name>, has responded to the QuickApp online questionnaire and this request is pending your approval. The confirmation number that was sent for this order is <File Number>.

After logging into our system, please navigate to the ORDER area and then select the Applicant Ready option. From there, click on <Applicant Name> to begin reviewing the applicant's background check. Clicking on the NEXT button will move you through the screening process. After reviewing the individual's information, please approve and accept the order by clicking the Complete Order button on the very last page. This will dispatch the order for us to process.

This is a system generated message. If you have any questions about the QuickApp background questionnaire process, please contact <CRA Name> and someone will be able to help you.

Thank you,

<CRA Name>
<CRA Address>
<CRA Phone>

Reference File <File Number>

Notify When Ready Email – Process Instantly

The applicant, <Applicant Name>, has responded to the QuickApp online questionnaire. The confirmation number that was sent for this order is 9525.

The product is configured to process orders once the applicant completes the QuickApp. However, if the order is missing information or a potential Pre-Search match is found, the order will be in the Applicant Ready queue and will need to be reviewed before it can be processed.

This is a system generated message. If you have any questions about the QuickApp background questionnaire process, please contact <CRA Name> and someone will be able to help you.

Thank you,

<CRA Name>
<CRA Address>
<CRA Phone>

Reference File <File Number>

Declined Email

The applicant, <Applicant Name>, has declined to use the QuickApp online questionnaire and this request is pending your approval.

After logging into our system, please navigate to the ORDER area, select the Applicant Ready option, and then find the entry for <Applicant Name>. You may click on the applicant's name to create an order that can be submitted and processed. Or you may delete the entry and no order will be created or processed.

This is a system generated message. If you have any questions about the QuickApp background questionnaire process, please contact <CRA Name> and someone will be able to help you.

Thank you,

<CRA Name>
<CRA Address>
<CRA Phone>

Reference File <File Number>

Charge Email

Hello <Applicant Name>,

This is to inform you that your credit card has been charged a total of <Charge Amount>. This is in accordance with the background questionnaire you filled out with <Client Name>. A confirmation number for that order was given to you at that time. Please refer to it if you need to contact <Client Name> for whatever reason. Also, if you have questions regarding your consumer report, please contact our Consumer Report Agency (CRA), <CRA Name>.

<Client Name>
<Client Address>
<Client Phone>

<CRA Name>
<CRA Address>
<CRA Phone>

This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise protected from disclosure. Dissemination, distribution, or copying of this e-mail or the information herein by anyone other than the intended recipient, or by an employee or agent responsible for delivering the message to the intended recipient, is prohibited. If you have received this e-mail in error, please notify us immediately by replying to the sender

Introduction/Welcome Page

Welcome!
During this process, you will receive documents and be asked to consent to a background check. For your convenience, we have made the materials available for review and completion online.

If you have any issues or questions, or wish to receive paper documents rather than handling this process electronically, please contact <Client Name>.

<Client Name>
<Client Address>
<Client Phone>

Please click "Begin" below when you are ready to start.

Note: Do not click the "back" button during this process. You will have the opportunity to edit the information at the end of the process.

Consumer Report (CR) Disclosure

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

<Client Name> (the "Company") may obtain a “consumer report” about you from a consumer reporting agency for volunteer purposes. A “consumer report” is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history, social security number, motor vehicle records ("driving records"), education and employment history, professional licenses, or other information about you. The information in a “consumer report” may bear upon your character, general reputation, personal characteristics, and/or mode of living.

[End of DISCLOSURE REGARDING BACKGROUND INVESTIGATION]

FCRA Summary of Rights

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

  In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

  Consumers Have the Right To Obtain a Security Freeze

  You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

  As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

  A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local

consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357

Investigative Consumer Report (ICR) Disclosure

DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT

<Client Name> (the "Company") may also request an “investigative consumer report” on you from a consumer reporting agency.

An “investigative consumer report” is a background check report generated through personal interviews with sources such as your neighbors, friends or associates. The information contained in an “investigative consumer report” may bear upon about your character, general reputation, personal characteristics, and/or mode of living.

The consumer reporting agency that may prepare an “investigative consumer report” on you for the Company is **<CRA Name>, <CRA Phones>, <CRA Address>.**

Please be advised that the nature and scope of the investigative consumer report that may be ordered by the Company is an investigation into your employment history. During such an investigation **<CRA Name>** may ask questions about your employment history to certain knowledgeable individuals and provide response information to the Company.

Note: You have the right to request disclosure of further information regarding the nature and scope of any investigative consumer report ordered by the Company on you. You may do so by contacting the Company. You should carefully consider whether to exercise your right to request further information regarding the nature and scope of any investigative consumer report.

[End of DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT]

Dynamic State and City Notices

Based on the user's selections in the questionnaire (immediately below), the appropriate state/city notice(s) will appear in the QuickApp. The state/city notices begin on the next page (pages 16-30).

You will now be receiving any applicable state or municipal notices related to the background screening process. To ensure you receive the correct notices, please complete the following:

STATE AND MUNICIPAL NOTICES

Please provide the following information.

I certify that I am an individual seeking prospective or continued volunteer assignment in [--Please Select-- V].

If California is selected the following appears:

Are you an individual seeking prospective or continued volunteer assignment in San Francisco, California?

☐ Yes ☐ No

Are you an individual seeking prospective or continued volunteer assignment in Los Angeles, California?

☐ Yes ☐ No

I certify that I am a resident of [--Please Select-- V].

If California is selected the following appears:

Are you a resident of San Francisco, California? ☐ Yes ☐ No

Are you a resident of Los Angeles, California? ☐ Yes ☐ No

California State Notice

NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW

<Client Name> (the "Company") intends to obtain information about you for volunteer purposes from an investigative consumer reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your volunteer application and other background information about you, including but not limited to obtaining criminal records, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **<CRA Name>, <CRA Phones>, <CRA Address>, <CRA Website>**.

Under California Civil Code section 1786.22, you are entitled to find out what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

☐ Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

[End of NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW]

San Francisco Notice (English, Chinese, Spanish, Filipino)

City & County of San Francisco
Fair Chance Ordinance

Post Where Employees Can Read Easily. Failure to post this notice may result in penalties.

The Fair Chance Ordinance (FCO) regulates when and how San Francisco employers and City contractors may ask about and use arrest and conviction records in hiring decisions. As of October 1, 2018, all employers with 5 or more employees worldwide, and City contractors of any size, must observe the following restrictions:

- **An employer MAY NOT ask about arrests or convictions on a job application.**
- **Only AFTER a conditional offer of employment may an employer conduct a background check, or inquire about convictions or unresolved arrests.**
- **After making a conditional offer of employment, an employer may consider only convictions that are directly related to the job, but may NEVER consider any of the following:**
  - An arrest not leading to a conviction (except for unresolved arrests);
  - Participation in a diversion or deferral of judgment program;
  - A conviction that has been dismissed or expunged;
  - A conviction in the juvenile justice system;
  - A conviction that is more than 7 years old (unless the position supervises or provides services to minors, seniors, or dependent adults);
  - Infractions (except driving record infractions when driving is part of the job); or
  - A conviction for decriminalized conduct, including the non-commercial use and cultivation of cannabis.
- **Before taking any adverse action, such as not hiring an applicant because of a conviction, the employer must:**
  - Notify the applicant or employee and provide a copy of the background check, if any;
  - Give the applicant or employee 7 days to respond with evidence of inaccuracies on the background check or evidence of rehabilitation or other mitigating factors.*
  - Reconsider the action based on evidence the applicant or employee provides.

* **Evidence of rehabilitation** includes satisfying terms of parole or probation, education or training, participating in alcohol or drug treatment programs, letters of recommendation; and age at which the individual was convicted. Mitigating factors are things that contributed to the conviction, such as coercive conditions, physical or emotional abuse, and untreated substance abuse or mental illness.

Preemption. Where federal or state law imposes a criminal history requirement that conflicts with the FCO, the federal or state law will apply.

No Retaliation. An employer may not take an adverse action against an applicant or employee for exercising their rights under the FCO or cooperating with the Office of Labor Standards Enforcement.

Notice Requirement: Employers must provide this notice to applicants and employees prior to conducting a background check, and must post this notice in English, Spanish, Chinese, and any other language spoken by at least 5% of the employees at the workplace or job site.

For more information, or to file a complaint, contact the San Francisco Office of Labor Standards Enforcement at: Hotline: (415) 554-5192 Email: fco@sfgov.org

10/1/2018

Office of Labor Standards Enforcement
(415) 554-6469

For more information
please visit www.sfgov.org/olse

舊金山公平機會條例

Post Where Employees Can Read Easily. Failure to post this notice may result in penalties.

公平機會條例（FCO）規範舊金山之雇主與市府承包商在做出雇傭決定時，何時及如何要求和使用拘捕及刑事有罪判決紀錄。自2018年10月1日起，所有於全球各地擁有五位（含）以上員工之雇主，以及任何規模的市府承包商，皆必須遵循下列規範：

- 雇主不得於應徵申請中要求隨附拘捕或刑事有罪判決紀錄。
- 雇主僅得於有條件錄取求職者後，調查其背景或要求刑事有罪判決或仍在調查程序的拘捕紀錄。
- 雇主僅得於有條件錄取求職者後，考量與個人從事該工作之能力直接相關的刑事有罪判決與仍在調查程序之拘捕，但是不得在決定是否雇用求職者時考量下列任何事項：
  - 未導致刑事有罪判決之拘捕（除仍在調查程序中外），
  - 參與轉向或暫緩判決項目，
  - 經撤銷或消除之有罪判決紀錄，
  - 適用青少年司法程序的有罪判決，
  - 已做成七年或更長時間之有罪判決（除該職位係負責監督或提供服務予未成年人、年長者，或無法獨立自主的成年人），
  - 輕微違法案件（以駕駛為業者違反交通案件除外），或
  - 違紀行為之有罪判決，包括非商業性使用及栽種大麻。
- **採取任何不利行為，例如在因有罪判決而不僱用求職者之前，雇主必須：**
  - 通知求職者以及提供背景調查報告之副本（若有），
  - 給予求職者或僱員七天的時間，以提出證明背景調查報告不準確，或已參與更生計畫或具備其他減輕 事由之證據。*
  - 依據求職者或僱員提供之證據，重新檢視該不利行為。

***更生證據** 包括遵循假釋或緩刑條件、接受教育或培訓、參與酒精或藥物戒癮治療課程、推薦信，以及個人獲刑事有罪時之年齡。減輕事由係指刑事有罪判決參考的事實，例如強制力之程度、身體或精神虐待、未經治療濫用藥物或精神疾病。

優先適用。若聯邦或州法律之犯罪紀錄規範與公平機會條例之規範衝突時，應優先適用聯邦或州法律。

禁止報復行為。雇主不得因求職者或其僱員行使公平機會條例中規範之權利，或配合勞工標準執行辦公室（OLSE）對求職者或其僱員採取報復行為。

通知義務。雇主必須在調查背景之前，提供此通知給求職者或僱員，且必須將此通知以英文、西班牙文、中文及任何其他超過百分之五比例之僱員使用的語言，公佈於工作場所或辦公室中。

欲查詢更多的資訊或提出申訴，請聯絡 舊金山勞工標準執行辦公室
專線： (415) 554-5192 電子郵件信箱： fco@sfgov.orggov.org

Ordenanza de Oportunidades Equitativas de San Francisco

Post Where Employees Can Read Easily. Failure to post this notice may result in penalties.

La Ordenanza de Oportunidades Equitativas (FCO, por sus siglas en inglés) regula cuándo y cómo los empleadores de San Francisco y los contratistas de la Ciudad pueden preguntar acerca de los expedientes de arrestos y condenas y usarlos al momento de tomar decisiones de contratación. A partir del 1º de octubre de 2018, todos los empleadores con 5 o más empleados en todo el mundo, y los contratistas de la Ciudad de todos los tamaños deben observar las siguientes restricciones:

- **Un empleador NO DEBE preguntar sobre arrestos o condenas en una solicitud de empleo.**
- **Sólo DESPUÉS de hacer una oferta condicional de empleo puede el empleador realizar una verificación de antecedentes, o preguntar acerca de condenas o arrestos sin resolver.**
- **Después de hacer una oferta condicional de empleo, un empleador puede considerar únicamente las condenas que estén directamente relacionadas con el empleo, pero NUNCA puede considerar ninguno de los siguientes:**
  - Un arresto que no haya resultado en una condena, (con la excepción de arrestos no resueltos);
  - Participación en un programa de justicia alternativa o de fallo diferido;
  - Una condena que haya sido desestimada o cancelada;
  - Una condena en el sistema de justicia juvenil;
  - Una condena de más de 7 años de antigüedad (a menos que el puesto supervise o brinde servicios a menores, adultos mayores o adultos dependientes);
  - Infracciones (con la excepción de infracciones de antecedentes de conductor cuando conducir es parte del trabajo); o
  - Una condena por conducta despenalizada, incluidos el uso no comercial y el cultivo de cannabis.
- **Antes de realizar alguna acción adversa, como no contratar a un solicitante debido a una condena, el empleador debe:**
  - Notificar al solicitante o al empleado y proporcionar una copia de la verificación de antecedentes, si corresponde;
  - Dar al solicitante o empleado un plazo de 7 días para responder con evidencia de inexactitudes en la verificación de antecedentes o **evidencia de rehabilitación u otros factores atenuantes.***
  - Reconsiderar la acción basada en la evidencia que provea el solicitante o el empleado.

* **La evidencia de rehabilitación** incluye cumplir con los términos de una libertad probatoria/bajo palabra; recibir educación/capacitación; participación en programas de tratamiento contra el alcohol o drogas; cartas de recomendación; y la edad a la que la persona recibió la condena. Los factores atenuantes incluyen factores que hayan contribuido con la condena, como por ejemplo condiciones de coerción, el maltrato físico o emocional, y el consumo de sustancias controladas o la enfermedad mental sin tratar.

Aplicación preferente. Cuando la ley federal o estatal impone un requisito de antecedentes penales que entra en conflicto con la Ordenanza FCO, prevalecerá la ley federal o estatal.

Sin represalias. Un empleador no debe emprender una acción adversa contra un solicitante o empleado por ejercer sus derechos bajo la Ordenanza FCO o por cooperar con la Oficina de de las Normas Laborales (OLSE).

Requisito de notificación: Los empleadores están obligados a proporcionar este aviso a los solicitantes y empleados antes de realizar una verificación de antecedentes y deben publicar este aviso en inglés, español, chino, y todo idioma hablado por más del 5% de los empleados en el lugar de trabajo o sitio de trabajo.

Para obtener más información o para presentar una queja comuníquese con la: Oficina de las normas laborales (Office of Labor Standards Enforcement: OLSE) de San Francisco por medio de: Línea telefónica de atención directa: (415) 554-5192 Correo electrónico: fco@sfgov.org

Ang Ordinansa ng Makatarungang Pagkakataon ng San Francisco

Post Where Employees Can Read Easily. Failure to post this notice may result in penalties.

Ang Ordinansa ng Makatarungang Pagkakataon (The Fair Chance Ordinance/FCO) ang nangangasiwa kung kailan at paano maaring itanong ng mga may-ari ng negosyo sa San Francisco at mga kontratista ng Lungsod ang tungkol sa talaan sa pagdakip at paghatol ng pagkakasala at paggamit nito sa mga desisyon sa pagtanggap ng kawani. Simula noong Oktubre 1, 2018, lahat ng may-ari ng negosyo na may 5 o higit pang empleyado sa buong mundo, at kontratista ng Lungsod anuman ang laki, ay nararapat na tumupad sa sumusunod na alituntunin:

- **Ang may-ari ng negosyo ay HINDI MAARING magtanong tungkol sa mga pagdakip o mga paghatol sa aplikasyon sa trabaho.**
- **PAGKATAPOS lamang magbigay ng may pasubaling alok ng trabaho maaring magsagawa ng pagsusuri ng kasaysayan, o magtanong tungkol sa mga paghahatol o mga hindi pa nalulutas na pagdakip.**
- **Pagkatapos magbigay ng may pasubaling alok ng trabaho, ang may-ari ng negosyo ay maaring isaalang-alang ang mga paghahatol na direktang may relasyon sa trabaho, ngunit HINDI maaring isaalang-alang anuman sa mga sumusunod:**
  - Ang pagdakip na hindi humantong sa paghahatol (maliban sa mga hindi nalutas na pagdakip);
  - Pakikilahok sa programa ng paglilipat o pagpapaliban ng hatol;
  - Ang paghahatol na inalis o binura;
  - Ang paghahatol sa sistema ng hustisya sa kabataan;
  - Ang paghahatol na lampas sa 7 taon (maliban kung ang posisyon ay namamahala o nagbibigay ng serbisyo sa mga menor de edad, mga matatanda, o mga matatanda na umaasa);
  - Ang mga pagsuway (maliban sa mga talaan ng pagsuway sa pagmamaneho kung ang pagmamaneho ay kasama sa trabaho); o
  - Ang paghahatol sa asal na hindi na itinuturing na labag sa batas, katulad ng hindi komersyal na paggamit at pagpapalago ng marijuana.
- **Bago gumawa ng anumang gawaing salungat, katulad ng hindi pagtanggap sa aplikante dahil sa isang paghahatol, ang may-ari ng negosyo ay kailangang:**
  - Abisuhan ang aplikante o empleyado at bigyan ng kopya ng pagsusuri sa mga kasaysayan, kung mayroon man;
  - Bigyan ang aplikante o empleyado ng 7 araw para sumagot kasama ng katibayang hindi wasto sa pagsusuri sa kasaysayan o katibayan ng pagbabagong buhay o iba pang nagpapagaan ng mga kadahilanan.*
  - Muling isaalang-alang ang aksiyon batay sa katibayan na ibinigay ng aplikante o empleyado.

* **Katibayan ng pagbabagong buhay:** kabilang ang mga maayang mga tuntunin ng paglayang may kondisyon or probasyon, edukasyon o pagsasanay, pakikilahok sa mga programa ng paggamot ng alkohol o droga, mga sulat ng rekomendasyon; at edad ng tao nuong hinatulan. Ang mga nagpapagaan na kadahilanan ay mga bagay na nakaambag sa paghahatol, katulad ng sapilitang mga kondisyon, abusong pisikal o emosyonal , at pag-abuso sa droga na hindi nagamot o sakit sa pag-iisip.

Pagpigil: Kung ang batas na pederal o estado ay nangangailangan ng kriminal na kasaysayan na sumasalungat sa FCO, ang batas na pederal o estado ang iiral.

Walang Paghihiganti: Ang may-ari ng negosyo ay hindi maaring magsagawa ng masamang aksiyon laban sa aplikante o empleyado na gumamit ng kanilang karapatan ayon sa FCO o makipagtulungan sa Opisina ng Pagpapatupad sa mga Pamantayan ng Paggawa (Office of Labor Standards Enforcement).

Kinakailangan na Paunawa: Ang mga may-ari ng negosyo ay kailangang magbigay ng paunawang ito sa mga aplikante o empleyado bago gawin ang pagsusuri sa kasaysayan, at ipaskil itong paunawa sa Ingles, Kastila, Intsik at iba pang wika na ginagamit ng hindi bababa sa 5% ng empleyado sa lugar ng trabaho o puwesto ng trabaho.

Para sa karagdagang kaalaman, o para maghabla ng reklamo, tawagan ang San Francisco Office of Labor Standards Enforcement sa:
Hotline: (415) 554-5192 Email: fco@sfgov.org

Los Angeles Notice (English, Spanish)

City of Los Angeles

CALIFORNIA

ERIC GARCETTI
MAYOR

NOTICE TO APPLICANTS & EMPLOYEES
FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE

This Employer is subject to the Fair Chance Initiative for Hiring Ordinance (FCIHO) (LAMC 189.00).

THESE ARE YOUR RIGHTS...

1. **Employers cannot inquire about or seek information about an Applicant's Criminal History until after a Conditional Offer of Employment has been made to the Applicant*.**

   - ✓ This includes job solicitations and applications or during any conversations or interviews

2. **If an Employer decides to rescind an offer of employment based on information discovered during the criminal background check, the Employer is required to perform an Individualized Assessment.**

   - ✓ Individualized Assessment - a written assessment that effectively links the specific aspects of the Applicant's Criminal History with risks inherent in the duties of the Employment position sought by the Applicant.
   - ✓ If the offer is rescinded, the Applicant must receive:
     - Written notification
     - Copy of the Individualized Assessment, and
     - Copies of any documentation used in the Employer's decision

3. **The Applicant has the right to the Fair Chance Process.**

   - ✓ The Applicant has the opportunity to provide information or documentation to an Employer regarding the accuracy of his/her Criminal History or Criminal History Report or that should be considered in the Employer's assessment, such as evidence of rehabilitation or other mitigating factors.
   - ✓ The Employer is required to hold the job open for at least five (5) days from the date notification of a rescinded offer of employment to allow an Applicant to submit such documentation, and, the Employer is required to review any documentation in order to reassess their decision.

FOR ADDITIONAL INFORMATION OR ASSISTANCE, CALL:
City of Los Angeles
Department of Public Works
Office of Contract Compliance
1149 S. Broadway Street, Suite 300
Los Angeles, CA 90015
Phone: (844) WagesLA – Email: WagesLA@lacity.org

*Note: Not all Applicants/Employees are covered under the FCIHO. Please see ordinance (LAMC 189.00) for more details.

Form FCIHO, Rev. 12/16

City of Los Angeles
CALIFORNIA

ERIC GARCETTI
MAYOR

AVISO PARA SOLICITANTES Y EMPLEADOS
ORDENANZA DE LA INICIATIVA DE OPORTUNIDAD JUSTA PARA LA CONTRATACIÓN

Éste empleador está sujeto a la Ordenanza de la Iniciativa de Oportunidad Justa Para la Contratación (Fair Chance Initiative for Hiring Ordinance) (FCIHO) (LAMC 189.00).

ÉSTOS SON SUS DERECHOS...

1. **Los empleadores no deben preguntar al solicitante sobre los antecedentes penales hasta <u>despúes</u> de que se le ha dado al solicitante una oferta condicional de empleo.**

   - ✓ Ésto incluye solicitaciones y solicitudes de empleo o durante cualquier tipo de conversaciones o entrevistas

2. **Si el empleador decide revocar la oferta de empleo como resultado de la investigación de antecedentes, el empleador está obligado a realizar una evaluación individualizada.**

   - ✓ Evaluación Individualizada – Un análisis por escrito de las funciones y responsabilidades del trabajo, los antecedentes penales del solicitante, y cualquier otro factores que pueden afectar a la decisión de contratación.
   - ✓ Si se retiró la oferta, el solicitante debe recibir:
     - Un aviso por escrito
     - Una copia de la evaluación individual, y
     - Copias de todos los documentos que el empleador utilizó a llegar a la decisión

3. **El solicitante tiene el derecho al proceso de la Oportunidad Justa.**

   - ✓ El solicitante tiene cinco (5) días desde la fecha cuando recibió el aviso de retiro de oferta para juntar y entregar documentos que muestra la prueba de rehabilitación y/o errores en la investigación de antecedentes. Se requiere que los empleadores examinen cualquier documentación presentada para reexaminar su decisión.

PARA MÁS INFORMACIÓN O ASISTENCIA, PUEDE LLAMAR A:
City of Los Angeles
Department of Public Works
Office of Contract Compliance
1149 S. Broadway Street, Suite 300
Los Angeles, CA 90015
Teléfono: (213) 847-2625 – Email: WagesLA@lacity.org

*La nota: No todos los solicitantes/empleados están cubierto bajo el FCIHO. Consulte con la ordenanza (LAMC 189.00) para más detalles.

Massachusetts State Notice

NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER MASSACHUSETTS LAW

With your permission and pursuant to the Annotated Laws of Massachusetts, Chapter 93 § 53, <Client Name> (the "Company") may request from a consumer reporting agency an investigative consumer report in connection with your prospective or continued volunteer assignment. Such reports commonly include information as to your character, general reputation, personal characteristics or mode of living and involve obtaining information through personal interviews. The source of any investigative consumer report will be <CRA Name>, <CRA Address>, <CRA Website>, <CRA Phones>. The nature and scope of any investigative consumer report requested by the Company will be as follows: interviewing people who are knowledgeable about you as to your work history. If the Company requests an investigative consumer report, you have the right to have a copy of the report upon request.

[End of NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER MASSACHUSETTS LAW]

Minnesota State Notice

NOTICE REGARDING CONSUMER REPORTS PER MINNESOTA LAW

<Client Name> (the "Company") may obtain a consumer report from a consumer reporting agency in connection with your prospective or continued volunteer assignment. Such reports may contain information regarding your criminal history, sex offender registry status, social security number, motor vehicle records ("driving records"), education and employment history, professional licenses, or other information and may include information concerning your character, general reputation, personal characteristics or mode of living. These reports may also include investigative consumer report information, which is information obtained through personal interviews. The investigative consumer report that may be obtained by the Company is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. You have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of any consumer report ordered by the Company. A consumer reporting agency must make this disclosure within five (5) days of receipt of your request or of the Company's request for the report, whichever is later.

[End of NOTICE REGARDING CONSUMER REPORTS PER MINNESOTA LAW]

New Jersey State Notice

NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER NEW JERSEY LAW

With your permission, <Client Name> (the "Company") may order from a consumer reporting agency an investigative consumer report, which commonly includes information regarding your character, general reputation, personal characteristics or mode of living and involves obtaining information through personal interviews. The precise nature and scope of any investigative consumer report requested by the Company will be as follows: interviewing people who are knowledgeable about you as to your work history.

The source of any investigative consumer report will be <CRA Name>, <CRA Address>, <CRA Website>, <CRA Phones>. If the Company requests an investigative consumer report, you have the right to have a copy of the report upon request.

[End of NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER NEW JERSEY LAW]

New York State and City Notices

NEW YORK CORRECTION LAW ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

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§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER NEW YORK LAW

With your permission and pursuant to New York General Business Law § 380, <Client Name> (the "Company") may request an investigative consumer report about you from a third party consumer reporting agency, in connection with your volunteer assignment or application for volunteer assignment. An "investigative consumer report" is a background report that includes information from personal interviews. The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics or mode of living. You may request more information about whether or not an investigative consumer report was requested, as well as information on the nature and scope of an investigative consumer report, if any, by contacting the Company in writing.

You have the right to receive a copy of any investigative consumer report requested by the Company, upon its completion, by contacting the following consumer reporting agency:

<CRA Name>
<CRA Address>
<CRA Phones>
<CRA Website>

[End of NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER NEW YORK LAW]

Oklahoma State Notice

NOTICE REGARDING CONSUMER REPORTS PER OKLAHOMA LAW

Pursuant to 24 Oklahoma Statutes § 148, <Client Name> (the "Company") will request or order a consumer report from a consumer reporting agency to be used in connection with your potential or continued volunteer assignment. Such a report may contain information regarding your criminal history, sex offender registry status, social security number, motor vehicle records, education and employment history, professional licenses, or other information about you. You have the right, upon request, to receive a copy of any consumer report requested by the Company for this purpose.

[End of NOTICE REGARDING CONSUMER REPORTS PER OKLAHOMA LAW]

Washington State Notice

NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER WASHINGTON LAW

In connection with your prospective or continued volunteer assignment, <Client Name> (the "Company") may request an investigative consumer report from a consumer reporting agency, which may include information as to your character, general reputation, personal characteristics or mode of living. An "investigative consumer report" is a background report that includes information from personal interviews. The investigative consumer report that may be obtained by the Company is a reference check through personal interviews with sources such as your former employers and associates, and other information sources.

You may request a complete and accurate disclosure of the nature and scope of any investigation conducted. You may also request a written summary of your rights under the Washington Fair Credit Reporting Act.

The source of any investigative consumer report will be <CRA Name>, <CRA Address>, <CRA Website>, <CRA Phones>.

[End of NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER WASHINGTON LAW]

Acknowledgment and Authorization – Page 1

CERTIFICATION

Please certify below whether you are an adult, emancipated minor or unemancipated minor. This information will be used to determine if parent/guardian authorization is applicable.

I certify that I am an [--Please Select-- V].

Acknowledgment and Authorization – Page 2 (Option 1 selected)

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and the DISCLOSURE REGARDING INVESTIGATIVE CONSUMER REPORT. I also acknowledge receipt of any applicable state or municipal law notices. I certify that I have read and understand those documents.

I authorize <Client Name> (“the Company”) to obtain “consumer reports” and “investigative consumer reports” about me at any time during the hiring process and throughout my volunteer assignment, if applicable. I understand that such reports will be prepared by the following consumer reporting agency: <CRA Name>, <CRA Address>, <CRA Website>, <CRA Phones>.

To enable <CRA Name> to complete the above reports about me for the Company, I hereby authorize, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or other party to furnish information about me to <CRA Name>.

I further authorize the Company to share the information contained in the report(s) obtained about me with any third-party companies for which I will perform assignments for the Company or to which I will be given property access in connection with my volunteer assignment for the Company.

☐ **Please check this box to receive a copy of any report furnished by <CRA Name> to the Company.**

Electronic Signature: By checking the "I AGREE" box, typing my name and the last four digits of my Social Security Number or Day and Month of Birth below, and clicking on the "SIGN" button below, I am signing this Acknowledgment and Authorization and authorizing the background check(s) described above.

☐ I AGREE

Type Name: _____ Type Last Four Digits of your Social Security Number or Day and Month of Birth : ####

[End of ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK]

Acknowledgment and Authorization – Page 2 (Option 2 selected)

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and the DISCLOSURE REGARDING INVESTIGATIVE CONSUMER REPORT. I also acknowledge receipt of any applicable state or municipal law notices. I certify that I have read and understand those documents.

I authorize <Client Name> (“the Company”) to obtain “consumer reports” and “investigative consumer reports” about me at any time during the hiring process and throughout my volunteer assignment, if applicable. I understand that such reports will be prepared by the following consumer reporting agency: <CRA Name>, <CRA Address>, <CRA Website>, <CRA Phones>.

To enable <CRA Name> to complete the above reports about me for the Company, I hereby authorize, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or other party to furnish information about me to <CRA Name>.

I further authorize the Company to share the information contained in the report(s) obtained about me with any third-party companies for which I will perform assignments for the Company or to which I will be given property access in connection with my volunteer assignment for the Company.

☐ **Please check this box to receive a copy of any report furnished by <CRA Name> to the Company.**

Electronic Signature: By checking the "I AGREE" box, typing my name and the last four digits of my Social Security Number or Day and Month of Birth below, and clicking on the "SIGN" button below, I am signing this Acknowledgment and Authorization and authorizing the background check(s) described above.

☐ I AGREE

Type Name: _____ Type Last Four Digits of your Social Security Number or Day and Month of Birth: ####

Type Parent/Guardian Name: _____ Type Last Four Digits of your Social Security Number or Day and Month of Birth: ####

[End of ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK]