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NOTICE REGARDING BACKGROUND CHECKS PER CALIFORNIA LAW

[Company Name], the "Company," intends to obtain information about you for employment screening purposes from an investigative consumer reporting agency ("ICRA"). Therefore, you can expect to be the subject of "investigative consumer reports" obtained for employment purposes. The term "employment purposes" means a report used for the purpose of evaluating a consumer for employment, promotion, reassignment, or retention as an employee. Investigative consumer reports may include information about your character, general reputation, personal characteristics, and mode of living. The Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, 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 will be AccuSourceHR, Inc. AccuSourceHR's address is 11811 N. Tatum Blvd., Suite 3090, Phoenix, AZ 85028. AccuSourceHR's telephone number is 951-734-8882 or toll-free 888-649-6272. AccuSourceHR's email is cs@accusourcehr.com and its website is www.accusourcehr.com. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

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 Section 1786.10 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 certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee. ICRA's complying with requests for certified mailings will not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"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.

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) business days from the notification date of the proposed adverse action to allow an Applicant to submit such documentation. 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

City of Los Angeles CALIFORNIA



**ERIC GARCETTI
MAYOR**

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

Este 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 pueden preguntar al solicitante sobre los antecedentes penales hasta después de que se le haya dado al Solicitante* una oferta condicional de empleo.**
 - ✓ Esto incluye solicitudes y solicitudes de empleo o durante cualquier tipo de conversaciones o entrevistas.
- 2. Si el Empleador decide rescindir 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 rescinde 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 la oportunidad de proporcionar información o documentación a un Empleador con respecto a la exactitud de sus Antecedentes Penales. Dichos datos deben ser considerados en la evaluación del Empleador, como evidencia de rehabilitación u otros factores mitigadores.
 - ✓ Se requiere que el Empleador mantenga el puesto abierto por lo menos cinco (5) días laborales de la fecha de notificación de la acción adversa propuesta para permitir que el Solicitante presente tal documentación. El Empleador está obligado revisar cualquier documentación para reevaluar su decisión.

PARA MÁS INFORMACIÓN O ASISTENCIA, PUEDE LLAMAR A:

City of Los Angeles
Department of Public Works
Office of Wage Standards
1149 S. Broadway, Suite 300
Los Angeles, CA 90015

Teléfono: (844) WagesLA – 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.



City & County of San Francisco Fair Chance Ordinance

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

OFFICIAL NOTICE

Under the San Francisco Fair Chance Ordinance, employers must follow strict rules regarding criminal records.

Employers 5 or more employees worldwide and all City contractors must comply.

- Employers **MAY NOT** ask about arrests or convictions on a job application.
- Employers **MAY NOT** conduct a background check or ask about criminal records until **AFTER** making a conditional offer of employment.
- Employers may only consider convictions that are directly related to the job, and may never consider 7 types of arrests or convictions, including convictions that are more than 7 years old (see www.sfgov.org/olse/fco).
- Before an employer rejects an applicant based on a background check, the employer must: notify the applicant and provide a copy of the background check; give the applicant 7 days to respond; reconsider based on evidence the applicant provides.

For more information, visit www.sfgov.org/olse/fco or call the San Francisco Fair Chance hotline at (415) 554-5192.

AVISO OFICIAL - Ordenanza de Oportunidades Equitativas de San Francisco

Correo donde los empleados pueden leer fácilmente. La falta de publicación de este aviso puede resultar en sanciones.

De conformidad a la Ordenanza de Oportunidades Equitativas de San Francisco, los empleadores deben seguir reglas estrictas con respecto a los antecedentes penales.

Los empleadores con 5 o más empleados en todo el mundo y todos los contratistas de la Ciudad deben cumplir con las reglas.

- Los empleadores **NO DEBEN** preguntar sobre arrestos o condenas en una solicitud de empleo.
- Los empleadores **NO DEBEN** realizar una revisión de antecedentes ni preguntar acerca de antecedentes penales hasta **DESPUÉS** de hacer una oferta condicional de empleo.
- Los empleadores sólo pueden considerar las condenas que estén directamente relacionadas con el trabajo, y nunca deben considerar 7 tipos de arrestos o condenas, incluyendo las condenas que tienen más de 7 años de antigüedad (véase www.sfgov.org/olse/fco).
- Antes de rechazar a un candidato en base a una verificación de antecedentes, el empleador debe: notificar al candidato y proporcionarle una copia de la verificación de antecedentes; darle al candidato 7 días para responder; reconsiderar en base a la evidencia que el candidato presente.

Para obtener más información visite www.sfgov.org/olse/fco o llame a la línea directa de Oportunidades Equitativas de San Francisco al (415) 554-5192.



City & County of San Francisco Fair Chance Ordinance

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

正式通告 - 舊金山公平機會條例

請張貼在僱員容易看到的地方。未張貼此通知可能會導致懲罰。

根據舊金山公平機會條例，僱主必須遵守關於犯罪紀錄的嚴格規定。於全球各地擁有五位或以上員工的僱主以及所有市府承包商，皆必須遵守規定。

- 僱主不得於應徵申請表格里詢問是否有拘捕或刑事有罪判決紀錄。
- 僱主僅可以在提供有條件錄取求職者後詢問是否有犯罪紀錄或進行背景調查。
- 僱主僅能考量與個人從事該工作直接相關的刑事有罪判決，而且不得考慮七種類型的拘捕或刑事有罪判決包括七年以前的刑事有罪判決（請見 www.sfgov.org/olse/fco）。
- 僱主根據背景調查拒絕求職者之前必須：通知求職者並提供背景調查結果的副本；給予求職者七天的時間做出回應；依據求職者提供的證據重新考量。

欲查詢更多資訊，請瀏覽 www.sfgov.org/olse/fco 或致電舊金山公平機會條例專線 (415) 554-5192。

OPISYAL NA ABISO - Ang Ordinansa ng Makatarungang Pagkakataon ng San Francisco

Post Saan empleyado Puwede Basahin Madaling. Ang pagkubigong mag-post ng pamamagitan ito ay maaaring magresulta sa mga multa.

Sa ilalim ng Batas para sa Patas na Pagkakataon (Fair Chance Ordinance), kailangang sundin ng mga taga-empleyo ang mahihigpit na patakaran ukol sa mga kriminal na rekord. Kailangang sumunod ang mga employer may 5 o higit pang empleyado sa buong mundo at kailangan ding sumunod ng lahat ng kontratista ng Lungsod.

- HINDI PUWEDENG magtanong ang mga employer tungkol sa mga pagka-aresto o hatol ng korte sa aplikasyon para sa trabaho.
- HINDI PUWEDENG magsagawa ang mga employer ng background check (pag-iimbestiga sa nakaraan), o magtanong tungkol sa mga kriminal na rekord hanggang sa MATAPOS ang pagbibigay ng kondisyonal na alok ng trabaho.
- Ang mga hatol ng korte na may direktang kinalaman lamang sa trabaho ang posibleng isaalang-alang ng mga employer at hindi kailanman dapat isaalang-alang ang 7 uri ng pag-aresto o hatol ng korte, kasama na ang mga hatol na 7 taong gulang na (tingnan ang www.sfgov.org/olse/fco).
- Bago tanggihan ng employer ang aplikante batay sa background check, kailangan muna nilang gawin ang mga sumusunod: abisuhan ang aplikante at magbigay ng kopya ng background check; bigyan ang aplikante ng 7 araw para sumagot; muling pag-isipan ito batay sa ebidensiyang ipagkakaloob ng aplikante.

Para sa iba pang impormasyon, bisitahin ang www.sfgov.org/olse/fco o tawagan ang San Francisco Fair Chance sa teleponong (415) 554-5192.

NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER MASSACHUSETTS LAW

With your permission and in accordance with the Annotated Laws of Massachusetts, Chapter 93 Section 53, [Company Name], the "Company," may request from a third-party consumer reporting agency an investigative consumer report in connection with your prospective or continued employment. Such reports commonly include information as to your character, general reputation, personal characteristics, or mode of living and which involve obtaining information through personal interviews. The nature and scope of any investigative consumer report requested by the Company will be as follows. If the purpose of the investigative consumer report is for employment, we may investigate the information contained in your employment application and other claims provided by you during the interview and selection process and interview people who are knowledgeable about you. If the purpose of the investigative consumer report is for non-employment purposes, including but not limited to becoming a volunteer, vendor, independent contractor, student enrollee, or student intern, we may investigate the information claimed by you during the interview and selection process, including any documentation that you have provided, and interview people who are knowledgeable about you.

The source of any investigative consumer report will be AccuSourceHR, Inc. AccuSourceHR's address is 11811 N. Tatum Blvd., Suite 3090, Phoenix, AZ 85028. AccuSourceHR's telephone number is 951-734-8882 or toll-free 888-649-6272. AccuSourceHR's email is cs@accusourcehr.com and its website is www.accusourcehr.com.

You have the right to receive a copy of your completed investigative report. Upon your request by contacting AccuSourceHR, Inc. as provided above, AccuSourceHR, Inc. will provide you with a copy of the completed investigative consumer report.

NOTICE REGARDING CONSUMER REPORTS PER MINNESOTA LAW

[Company Name], the "Company," may obtain a consumer report from a third-party consumer reporting agency in connection with your prospective or continued employment. This may include procurement of an investigative consumer report, which may include information obtained through personal interviews regarding your character, general reputation, personal characteristics, or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. 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. You have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of any consumer report.

Please check this box to receive from AccuSourceHR, Inc. a copy of any report furnished by AccuSourceHR, Inc. to the Company in accordance with your authorization. AccuSourceHR's address is 11811 N. Tatum Blvd., Suite 3090, Phoenix, AZ 85028. AccuSourceHR's telephone number is 951-734-8882 or toll-free 888-649-6272. AccuSourceHR's email is cs@accusourcehr.com and its website is www.accusourcehr.com.

NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS PER NEW JERSEY LAW

With your permission, [Company Name], the "Company," may order from a third-party consumer reporting agency an investigative consumer report, which commonly includes information regarding your character, general reputation, personal characteristics, or mode of living and which involves obtaining information through personal interviews. The precise nature and scope of any investigative consumer report requested by the Company will be as follows. If the purpose of the investigative consumer report is for employment, we may investigate the information contained in your employment application and other claims provided by you during the interview and selection process, reviewing court and other public records relating to you, and interviewing people who are knowledgeable about you. If the purpose of the investigative consumer report is for non-employment purposes, including but not limited to becoming a volunteer, vendor, independent contractor, student enrollee, or student intern, we may investigate the information claimed by you during the interview and selection process, including any documentation that you have provided, review court and other public records relating to you, and interview people who are knowledgeable about you.

The source of any investigative consumer report will be AccuSourceHR, Inc., a third-party consumer reporting agency. AccuSourceHR's address is 11811 N. Tatum Blvd., Suite 3090, Phoenix, AZ 85028. AccuSourceHR's telephone number is 951-734-8882 or toll-free 888-649-6272. AccuSourceHR's email is cs@accusourcehr.com and its website is www.accusourcehr.com.

You have the right to receive a copy of your completed investigative report. Upon your request by contacting AccuSourceHR, Inc. as provided above, AccuSourceHR, Inc. will provide you with a copy of the completed investigative consumer report.

NOTICE REGARDING CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORTS PER NEW YORK LAW

With your permission and in accordance with New York General Business Law Section 380, [Company Name], the "Company," may request a consumer report and/or an investigative consumer report about you from a third-party consumer reporting agency in connection with your employment or application for employment. An "investigative consumer report" is a 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 a consumer report and/or 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 inspect and receive a copy of any investigative consumer report requested by the Company, upon its completion, by contacting the following consumer reporting agency:

AccuSourceHR, Inc.
11811 N. Tatum Blvd., Suite 3090, Phoenix, AZ
85028 Telephone: 951-734-8882 or toll-free
888-649-6272 Fax: 888-649-6244
www.accusourcehr.com

**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.

§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 FOR NEW YORK CITY APPLICANTS

By signing the authorization form, you authorize [Company Name], the "Company," to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

NOTICE REGARDING CONSUMER REPORTS PER OKLAHOMA LAW

In accordance with Oklahoma Statutes Title 24 Section 148, [Company Name], the "Company," will request a consumer report from a third-party consumer reporting agency to be used in connection with your potential or continued employment. These reports may contain information regarding your criminal history, social security verification, motor vehicle records, verification of education or employment history, or other background checks. You have the right, upon request, to receive a copy of any consumer report requested by the Company for this purpose.

Please check this box to receive from AccuSourceHR, Inc. a copy of any report furnished by AccuSourceHR, Inc. to the Company in accordance with your authorization. AccuSourceHR's address is 11811 N. Tatum Blvd., Suite 3090, Phoenix, AZ 85028. AccuSourceHR's telephone number is 951-734-8882 or toll-free 888-649-6272. AccuSourceHR's email is cs@accusourcehr.com and its website is www.accusourcehr.com.

NOTICE REGARDING CONSUMER REPORTS AND/OR INVESTIGATIVE CONSUMER REPORTS PER WASHINGTON LAW

In consideration of your prospective or continued employment, [Company Name], the "Company," may request a consumer report and/or an investigative consumer report from a third-party consumer reporting agency. An investigative consumer report may include information as to your character, general reputation, personal characteristics, and mode of living, and may include 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.

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

The source of any consumer report and/or investigative consumer report will be AccuSourceHR, Inc. AccuSourceHR's address is 11811 N. Tatum Blvd., Suite 3090, Phoenix, AZ 85028. AccuSourceHR's telephone number is 951-734-8882 or toll-free 888-649-6272. AccuSourceHR's email is cs@accusourcehr.com and its website is www.accusourcehr.com.