1. Application & Interview (if desired)

2. Conditional Offer of Employment

3. Criminal Background Check (if desired)

4. Individualized Assessment (if applicable)

5. Fair Chance Process (if applicable)

6. Reassessment (if applicable)

WHAT IS IT?

Employers cannot inquire into a job applicant's Criminal History, by any means, until and unless a Conditional Offer of Employment has been made to the applicant.

WHO’S COVERED?

- All Job Applicants (i.e., full-time, part-time, exempt, temporary, independent contractor, etc.)
- Employers with at least ten (10) Employees in the City of Los Angeles

Some exceptions from certain Employment Application procedures include but are not limited to:

- An Employer required by law to obtain information regarding a Conviction of an Applicant
- An Employment position requiring possession use of a firearm
- An Applicant who is prohibited by law from holding the Employment position

WHAT'S THE APPLICATION PROCESS?

1. Application (if interview is desired)

2. Conditional Offer of Employment

3. Criminal Background Check (if applicable)

4. Individualized Assessment (if applicable)

5. Fair Chance Process (if applicable)

6. Reassessment (if applicable)

Turn over for more information on the fair chance initiative for hiring application process.

If you or any other person who applies on your behalf or for your account may file a related claim for any related in person, by phone, by mail, or online.

After an Employer receives documentation with the Applicant's information regarding a Conviction of an Applicant, the Employer must keep copies of all related records for five (5) years, as applicable, to ensure equal access to its programs, services, and activities.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

To inform Applicants that qualified individuals with criminal histories and mitigating factors may be considered for positions, job postings and solicitations must include any documentation presenting mitigating factors, & more. (See Rules & Regulations for more info.)