



California Fair Chance Toolkit

A Toolkit for Job Seekers with Criminal Records

JANUARY 2024

**LEGAL
AID AT
WORK**

legalaidthatwork.org

**CALIFORNIA
LAWYERS
ASSOCIATION**

The creation & distribution of this toolkit were made possible by a Flom Memorial Incubator Grant awarded through the Skadden Foundation. The most recent additions to this Toolkit were made possible by the California Lawyer's Association Labor and Employment Law Section Diversity Grant.



TABLE OF CONTENTS 1-2



ABOUT THIS TOOLKIT 3-4



COMMONLY USED WORDS 5-6



KNOW YOUR RIGHTS 7-17

What is the California Fair Chance Act 11

Common Violations of the Fair Chance Act 15

What To Do if Your Rights are Violated 16-17



KNOW YOUR RECORDS 18-19

Where to Get Copies of Your Records
& Other Relevant Information



PREPARE TO APPLY FOR JOBS 20-24

Research Potential Employers &
Benefits of Hiring Persons with Records 20

Prepare Your Resume 20

Prepare for an Interview 21-24



**PREPARE FOR THE
FAIR CHANCE ACT PROCESS 25-28**

Tips & Materials to Convince Employers to Hire You



SAMPLE LETTERS 29-50

Letter to Ask for Copy of Your Background Check & More Time	29-30
Letter to Background Check Company about Errors	31-32
Letter to Employer when Background Check Contains Off-Limits Info, or You Don't Have Convictions	33-36
Letter to Employer About Other Background Check Errors	37-38
Personal Statement Letter to Employer	39-42
Support Letter From Probation / Parole Officer	43-44
Support Letter From Past Employer / Supervisor / Manager	45-46
Support Letter from Health Care Provider	47-48
Support Letter from Service Providers, Job Training, Volunteering, Religious Leaders, Family Members, and Others	49-50



SUPPORT LETTER TIPS 51-54



PERSONAL STATEMENT LETTER TIPS 55



SAMPLE DEPARTMENT OF CIVIL RIGHTS COMPLAINT FORM 56-60



ABOUT THIS TOOLKIT

Approximately 7 million Californians – nearly one in three adults in California – have an arrest or conviction record. In this toolkit, you will find information about laws in California that protect job seekers with criminal records and sample letters and materials you can use to exercise those rights.

Literally thousands of formerly-incarcerated people around California, their family members, and a wide variety of social and racial justice organizations – most notably All of Us or None – worked together to pass the laws discussed in this guide and start a “Ban the Box” movement to fight the discrimination people face because of their arrest or conviction history.



If you have any questions about these laws or the sample materials provided in the toolkit, you can contact Legal Aid at Work at 1-415-864-8848.



DISCLAIMER: This toolkit is intended to provide accurate, general information regarding legal rights relating to employment in California. Yet, because laws and legal procedures are subject to frequent changes and differing interpretations, Legal Aid at Work cannot ensure that the information in this toolkit is current nor be responsible for any use to which it is put. Do not rely on this information without consulting an attorney or the appropriate agency about your rights in your particular situation.

This toolkit was created by Sairah Budhwani and Stacy Villalobos with revision additions provided by Molly Lao, Tishon Bennett, Sandra Johnson, and Sabina Crocette. We thank all of the individuals who provided feedback and suggestions on previous drafts, including directly impacted individuals and social service providers.

About Legal Aid at Work

Legal Aid at Work is a nonprofit legal organization that partners with people to help them understand and assert their workplace rights. We also advocate for employment laws and systems that empower low-paid workers and marginalized communities. Through community education, direct services, litigation, and policy advocacy, our Racial Economic Justice program advocates on behalf of and with workers and job seekers who have faced discrimination because of an arrest or conviction history.



COMMONLY USED TERMINOLOGY

APPLICANT:

includes a person who is applying for a position, as well as an existing employee who is seeking a different position with the same employer, and/or an employee who is subjected to a review of criminal history because of a change in ownership, management, policy, or practice.

CLEAN SLATE REMEDIES/ RECORD CLEARING:

these refer to different ways to get convictions or arrests off your record or processes that “clean up” your record. For example, changing the outcome of your conviction to a dismissal, a reduction from a felony to a misdemeanor, and certificates of rehabilitation.

CONDITIONAL JOB OFFER:

an offer of employment that is pending, subject to a background check. After making a conditional job offer, employers may conduct a criminal history or background check. In most cases, they are not required to do so.

CONVICTION:

a plea, verdict, or finding of guilt, regardless of whether a sentence is imposed by the court.

CRIMINAL RECORD:

also known as a “summary criminal history” or a “rap” sheet. It is a list of all arrests and convictions. Any time the police fingerprint you because of a criminal investigation, that information is added to your summary criminal history. For an arrest, the history should list, among other things, the date, the charges and the final disposition (what happened). It also lists all your criminal convictions, including their dates, the charges, the sentence and whether the crime was a felony or a misdemeanor. If you entered and successfully completed a “diversion” program, the history should show that as well. In this toolkit, we use the term “criminal record” to refer to all contact with law enforcement, including arrests and convictions.

DISMISSAL (“EXPUNGEMENT”):

although commonly used, in California, “expungement” is not a legal term. Instead, the law uses the word “dismissal” to describe when a court allows a defendant to withdraw their guilty plea or plea of nolo contendere and enter a plea of not guilty.

EMPLOYER:

includes the actual employer, a labor contractor, a client employer, as well as any direct or joint employer, any entity that evaluates the applicant’s conviction history on behalf of an employer, or acts as an agent of an employer, directly or indirectly, such as a staffing agency; and any entity that selects, obtains, or is provided workers from a pool or availability list.



KNOW YOUR RIGHTS

THE CALIFORNIA FAIR CHANCE ACT

1 BAN THE BOX

Before job offer

What's the box? The box on a job application that asks whether you've been convicted.

Most employers can't ask ANY questions about a criminal record before giving you a job offer—including on an application or at an interview.

The following employers can ask about arrests or convictions prior to making a conditional job offer, but they still have to follow the other requirements under The Fair Chance Act:

- (A) state or local agencies;
- (B) criminal justice agencies, like police or sheriff's departments;
- (C) Farm Labor Contractors.

If the position is for an employer or an employer's agent that must conduct criminal background checks under state, federal, or local law, that employer may also ask about your conviction record up front.

In those circumstances, you will need to answer truthfully concerning any arrest or conviction history.

When in doubt about the employer's lawful ability to ask about criminal record prior to making a conditional job offer, you may consider asking the employer for confirmation of its ability to ask about criminal records before making a conditional offer and also attempt to do independent research to confirm the authorization, if possible.



2 FAIR CHANCE PROCESS

After job offer

INDIVIDUAL EVALUATION

The company must look at you as an individual and evaluate 1) the nature and gravity of the offense, 2) the amount of time since the conviction, and 3) whether the conviction is directly and adversely related to the job duties. Please see the Section on “Individual Assessment” for a detailed breakdown on the factors an employer must consider on Page 12.

INITIAL WRITTEN NOTIFICATION

If it decides to take back your job offer, the company must identify the specific convictions it has a problem with.

The company must give you a background check copy as part of this process. They need to get a written authorization from you before they can run a background check and consider any criminal conviction history information.

YOU RESPOND

You must be given a minimum of five business days to respond & be told that the response can include evidence of background check errors, rehabilitation or circumstances of the crime or your current life.

If you find an error in the notice or background check, and let the employer know about that error, you can receive at least 5 additional business days to submit your response, but you must notify the employer that you plan to provide a correction within the first 5 business days to receive the additional time.



KNOW YOUR RIGHTS (CONT):

2 FAIR CHANCE PROCESS (cont)

After job offer

YOU RESPOND (cont)

Providing proof of rehabilitation and/or information about the circumstance of the crime is optional and is not required as part of the response to a first notice of intent to take back the job offer. Employers cannot ask or require you to submit additional or specific evidence, such as police reports, at any time in the hiring process, or ask for information about your status as a survivor of domestic or dating violence, sexual assault, or stalking. The employer cannot ask or require you to provide medical records or disclose a disability or diagnosis.

RE-EVALUATION

The company must consider the new information you submit and reevaluate whether your conviction(s) still justify not hiring you.

If you submit evidence of rehabilitation or mitigation as part of the new information, the employer can consider some of the following factors, if they apply and you decide to discuss them:

(A) Your conduct during incarceration, including work, educational or rehabilitative programs and other positive behavior and activities;

(B) Your employment history since the conviction or completion of sentence;



2 FAIR CHANCE PROCESS (cont)

After job offer

RE-EVALUATION (cont)

(C) Your community service work, such as volunteering, since the conviction or completion of sentence, work with religious groups or organizations, support or recovery group participation, and similar participation;

(D) Your rehabilitative efforts since the completion of sentence or conviction; and/or

(E) Any other mitigating factors that explain the circumstances of your conviction.

FINAL WRITTEN NOTIFICATION

The company must inform you in writing of the final decision and of your right to file a complaint with the government about their decision."

3 OFF-LIMITS INFORMATION

Before & after job offer

Most employers can't ask about the following off-limits information, even if they accidentally get it, and they cannot use it to make employment decisions- at any point in the job process:

- Arrests that did not result in convictions (unless the case is currently open).
- Diversion (pretrial & post-trial); marijuana-related convictions older than 2 years.
- Arrests or convictions that have been sealed, dismissed, "expunged," erased by statute, pardoned or issued a certificate of rehabilitation (COR).
- Juvenile proceedings and court records.



THE CALIFORNIA FAIR CHANCE ACT:

WHAT

- bans the box, making it illegal for most employers in California to ask about your conviction history before offering you a job;
- creates a Fair Chance process after the job offer; and
- identifies off-limits criminal history information that most employers can't ask for or use at all to make employment decisions.

For more information, go to pages 7-9.

WHO

Most government and private employers with five or more employees are required to follow this law.

EXCEPTION: Law enforcement and criminal justice employers are not covered by this law. Additionally, if any other law requires an employer to run a background check for the job you applied for, the employer may ask about your record up front before giving you a job offer. Please see the discussion on Ban the Box, on page 7 for information on employers who can ask about arrest or conviction histories before making a conditional job offer.

WHEN

Most employers can ask about your criminal history only **AFTER** giving you a conditional job offer.

WHERE

This law covers employers doing business in California.

WHY

Providing employment opportunities to people with convictions strengthens our communities. Not only do employers benefit from having access to a larger pool of potential employees, but it also creates safer communities, reduces childhood poverty and strengthens families.



For most employers, criminal background checks are not legally required, and employers are under no obligation to conduct one. The impact of background checks on workplace safety has not been proven – and in fact, because of flaws and errors in reports, background checks can be problematic for employers and employees alike.

INDIVIDUAL EVALUATION

After an employer has given you a conditional job offer, if they consider your criminal conviction history, they must make an individualized assessment about you, which usually has 3 parts. It can include any of the following:



1 • The nature and gravity of the offense or conduct, which could include a discussion of any of the following factors, if relevant:

- I** What personal conduct of yours led to the conviction;
- II** Whether the harm caused was to property or people;
- III** What type of harm was suffered, such as loss of money or property;
- IV** Was the loss or harm permanent;
- V** What were the circumstances surrounding the offense;
- VI** Was a disability, including but not limited to a past drug addiction or mental impairment, involved in the commission of the offense or conduct? If so, is there any likelihood of a similar act or actions and/or are there steps you took or can take to mitigate or eliminate a similar situation from happening;
- VII** Whether trauma, domestic or dating violence, sexual assault, stalking, human trafficking, or other similar factors contributed to your commission of the offense or your conduct; and/or
- VIII** Your age at the time when the conduct occurred.



KNOW YOUR RIGHTS (CONT):



2. The time that has passed since the offense or conduct and/or your completion of the sentence, which could include any of the following factors, if relevant:

- I The amount of time that has passed since the conduct that led to the conviction; and/or
- II The amount of time that has passed since your release from incarceration.



3. The nature of the job held or sought, which could include any of the following, if relevant:

- I The specific duties of the job;
- II Whether the situation that played out in your conviction is likely to happen at this job; and/or
- III Whether the type of harm from the conviction is likely to happen at this job.

If you already have an occupational license or permit, such as a guard card, or a cosmetology license from a regulatory, licensing, or government agency or board, you can provide it as evidence that your conviction history does not prevent you from doing the job.

For example, if you have a six-month old conviction for bank robbery and apply to work as a bank teller, you will probably not be hired because a direct and negative connection exists between the job duties and your conviction history. **An employer should not deny a job to an applicant that passes this three-part test.**



Employers who, after the individual evaluation, decide that they don't want to hire you anymore must give you a chance to provide evidence of background check errors, changes or rehabilitation since your conviction or mitigating circumstances. Remember, providing proof of rehabilitation and/or the circumstance of the crime is optional and is not required as part of your response. Sample responses on Page 28 to 50. For more details about the Fair Chance Process, go to page 7.



JOB APPLICATION PROCESS:





KNOW YOUR RIGHTS (CONT):



NOTE: These protections apply even if you have already started working for an employer, or if you apply for a different job with that same employer, such as a promotion. For example, if you have been working for two weeks while waiting for the results of your background check, your employer must still follow the Fair Chance Process outlined above and on pages 7-10 if they want to fire you based on those results!

Additionally, employers cannot request specific information or documentation, such as police reports, at any time during or after the hiring process. See the discussion under "Prepare for the Fair Chance Process," on Page 9 for more details on the prohibitions against employers asking for additional information or documentary evidence from applicants.



COMMON VIOLATIONS:

- Asking about convictions on job applications.
- Conducting a background check before a conditional offer of employment.
- Stating that no individuals with convictions will be hired on job announcements (E.g. "no felonies"; "no convictions in the last 7 years").
- Considering off-limits information, like convictions that have been dismissed.
- Wrong process or no process at all for telling applicants that the employer is taking back the job offer.



- Employer does not provide a copy of the background check.
- Employer gives you less than 5 business days to review and respond to notice.
- Employer does not give you an extension of at least 5 additional business days, when you request it, to provide an error correction.



NOTE: “Blanket bans” like “we will not hire anyone with a felony record” are most likely illegal!

WHAT YOU CAN DO IF YOUR RIGHTS ARE VIOLATED:

1. DOCUMENT WHAT’S HAPPENING – Keep notes about your application process, including any conversations you have with company personnel where your criminal record comes up; save texts, emails, and letters from the employer in a safe place (consider emailing them to yourself in case your phone is lost or broken).

2. INFORMALLY RESOLVE THE SITUATION – Write a letter using one of the sample letters in this toolkit to the appropriate person at the company to explain that you believe it has violated the Fair Chance Act.

3. TAKE LEGAL ACTION – Consult with an attorney, including by contacting Legal Aid at Work at 1-866-864-8208 or <https://legallaidatwork.org/our-programs/racial-justice/> and/or file a complaint with the The California Civil Rights Department (or CRD) online, in-person, or via mail. A sample A sample Civil Rights Department Complaint Form is at the end of this toolkit, on pages 56-60.



KNOW YOUR RIGHTS (CONT):

4. TURN TO YOUR COMMUNITY – Organize with your community against unjust and illegal actions by prospective employers. For instance, you can reach out to your local chapter of All of Us or None (a grassroots civil and human rights organization fighting for the rights of formerly and currently-incarcerated people and their families), <https://prisonerswithchildren.org/chapters/>.



Online: <https://www.ccrs.cacivilrights.ca.gov>



In-person: You can find CRD office's locations here: <https://www.cacivilrights.ca.gov/complaintprocess>
There are offices in Bakersfield, Elk Grove, Oakland, Fresno, Los Angeles, and Riverside.



Mail: Download an intake form at <https://cacivilrights.ca.gov/complaintprocess> and mail to 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758



Phone: 800-884-1684 (voice), 800-700-2320 TTY, or California Relay Service at 711



Please note that there are strict deadlines for taking legal action. Typically, you have **3 years** from the date of the violation to file a Fair Chance Act claim with the CA Civil Rights Department.

KNOW YOUR RECORDS



Getting a copy of your criminal court records is an important first step to seeing what employers may see when they run your criminal background check. Those records may also contain errors, which you can fix before an employer sees your records.

COUNTY: Each court maintains its own records and has its own process for requesting your criminal court documents. A list of all of the Superior Courts in California can be found here: https://www.courts.ca.gov/find-my-court.htm?query=browse_courts, which can help you figure out the steps you need to take to get your county record.

CALIFORNIA: You can request a copy of your California statewide criminal records (commonly called a “RAP” sheet, which stands for “Records of Arrests and Prosecutions”) that includes any contact you have had with the criminal system, including arrests for offenses you were not found guilty.

To request your California statewide records (RAP sheet):

1. Complete the Request for Live Scan Service form (BCIA8016RR) - https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/bcia_8016RR.pdf
2. Bring completed request form, valid government ID, the fee and, if applicable, a fee waiver form, (BCIA 8690 - <https://oag.ca.gov/fingerprints/record-review/fee-waiver>) to a Live Scan provider. Find a LiveScan provider: <https://oag.ca.gov/fingerprints/locations>
3. Complete your Live Scan and receive RAP sheet in the mail



The Live Scan operator will charge you a fee for their services, as well as a \$25 fee from the California Department of Justice (DOJ). If you qualify, you may be able to get the \$25 California DOJ fee waived.

For more information visit the California DOJ's website:
<https://oag.ca.gov/fingerprints/record-review>



KNOW YOUR RECORDS (CONT):

NATIONAL: You can also request a copy of your national criminal records from the Federal Bureau of Investigation (FBI).

To obtain a copy of your FBI RAP sheet, write to:



FBI CJIS Division – Record Request,
1000 Custer Hollow Rd., Clarksburg, WV 26306



Or visit the website: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>



NOTE: CLEAN UP YOUR RECORDS

To clean up your records, including getting a dismissal (“expungement”), certificate of rehabilitation, early termination of probation, reductions from felonies to misdemeanors, sealing, and more, you can reach out to nonprofits or public defenders’ offices for assistance! Free services are available at clearmyrecord.org for certain counties. For other counties, you can visit this web page: <https://ebclc.org/reentry-legal-services/>. General information on how to clean up your records is available here: <https://www.courts.ca.gov/1070.htm?rdeLocaleAttr=en>

Going through these clean slate/record clearing processes could make it easier for you to get a job, though it can take two or more months to complete the processes. For example, dismissed (“expunged”) convictions cannot be considered by most employers at all in deciding whether to hire you!

PREPARING TO APPLY TO JOBS



RESEARCH POTENTIAL EMPLOYERS & BENEFITS OF HIRING PERSONS WITH RECORDS

- Some employers recognize the immense benefits that can come from being open to hiring persons with criminal records. Ask around or do research on the internet for “Fair Chance” employers.
- You may also be able to convince some employers to be open to hiring individuals with records with information about the:
 - Work Opportunity Tax Credit (<https://www.irs.gov/businesses/small-businesses-self-employed/work-opportunity-tax-credit>)
 - Federal Fidelity Bonding program (<https://bonds4jobs.com/>)
 - California New Employment Tax Credit (<https://www.ftb.ca.gov/file/business/credits/new-employment-credit/index.html>).
- You can also share this California Employer’s Fair Chance Hiring Toolkit with potential employers: <https://www.rootandrebond.org/resources/ca-employers-fair-chance-hiring-toolkit/> (Root & Rebound).

PREPARE YOUR RESUME

- **VOLUNTEER EXPERIENCE:** Any volunteer experience you have should be included, especially if it involved transferable skills such as record-keeping or working in collaboration with others. It’s also legitimate to include training programs and educational degrees you completed while incarcerated.



PREPARING TO APPLY FOR JOBS (CONT):

- **WORK YOU DID WHILE INCARCERATED:** If you were incarcerated for a long time or have limited work history, think about whether to list the work you did while incarcerated on your resume. Think about the responsibilities you had and the skills that apply to the job you are applying for, as well as whether you want to communicate that you held the position while incarcerated. You can list these positions on your resume by job title. Examples of positions you may have held while incarcerated: custodian, kitchen crew member, librarian, welder, assembler, laundry room attendant.

PREPARE TO BE ASKED ABOUT YOUR CRIMINAL RECORD BY A POTENTIAL EMPLOYER

What if a potential employer asks about my criminal history on the application?

There is no one right answer about what to do if this happens. Here are some things to think about and some options to consider:

1. **BUT KNOW YOUR RIGHTS!** You don't have to tell them everything, and for most employers this is probably an illegal question they're not permitted to ask before giving you a conditional job offer.

2. **READ THE QUESTION CAREFULLY!**

Does the question ask:

"Have you EVER been convicted?"

Or "Have you been convicted of a FELONY?"

Or "Have you been convicted of a crime IN THE LAST SEVEN YEARS?"

These are all different questions.



3. THINK ABOUT YOUR CONVICTION HISTORY, and how it relates to the job you're applying for: are the job responsibilities related to what your convictions are about?

4. REMEMBER — YOU HAVE OPTIONS!

- You can leave the question blank.
- You can answer (truthfully), but then include additional information (even if the application only gives you a box to check).

FOR INSTANCE: *"Yes, but that was almost 5 years ago" or "Yes, but I have worked hard to rehabilitate myself since then" or "No, conviction dismissed" or "Yes, but my conviction is related to a past drug addiction."*

- You may be able to pursue legal options at this stage. Remember to keep a copy of the paper application or take a picture of the online application as evidence, and keep these in a safe place (for example, by emailing it to your personal email account)!

5. ANSWER NO!

You can answer "No" if asked before a conditional offer of employment is made, so long as the employer is not required to ask about your arrest or conviction history under a state, federal or local law. See the discussion on Page 7 about which employers may ask about a conviction history before a conditional offer of employment is made.



6. DON'T DISCLOSE!

- An employer who illegally asks you about your criminal history background in an interview cannot use your failure to disclose your convictions against you later in the process.

7. TAKE LEGAL ACTION!

- This is probably an illegal question, so you can file a complaint with the government agency that enforces the California Fair Chance Act. For info about how to take legal action, go to page 16. For a sample official complaint form, go to pages 56-60.

What if a potential employer asks about your criminal history during an interview?

Just like an employer might—even if unlawfully—ask about your criminal history on the application, they might do so during the job interview.

The same considerations as when an employer asks this question on a job application apply (for these, go to pages 15 -16). You should also:

- PRACTICE, PRACTICE, PRACTICE your response. Practice actually saying your answer out loud in front of a mirror or with a friend.
- Think creatively about your response. We have learned from the formerly incarcerated folks we have worked with who have said:



“What I can tell you is that there is nothing in my past that would keep me from doing this job well.”

“Regardless of what’s in my past, I know I am qualified for this job and could perform it with excellence.”

“I think that under a California law called the Fair Chance Act, you’re not supposed to ask that question at this stage.”

“I do have some convictions, but I owned up to what I did and accepted the consequences. I learned from my mistakes, and now I am hungry to earn a living lawfully. I think I could contribute to your business because of my skills....”

What if a potential employer asks about a large gap in my employment history?

- Think about whether you should include work you did inside on your resume, to make this gap smaller.
- Consider preparing a general response that acknowledges the gap, but emphasizes that this is in the past.

FOR EXAMPLE:

“I had significant issues in my personal life that prevented me from working for a time, but that is resolved now, and I am ready to re-enter the workforce and excited about working for you!”



PREPARE FOR THE FAIR CHANCE PROCESS

Employers covered by the Fair Chance Act must give you a chance to respond to their preliminary decision to take back your job offer. You can provide evidence of rehabilitation or mitigating circumstances as part of your response, but they are not required. If you decide to provide evidence of mitigation and/or rehabilitation, it can include, but is not limited to any of the following information:

- I** The length and consistency of employment history before and after the offense or conduct;
- II** The facts or circumstances surrounding the offense or conduct;
- III** Your current or former participation in self-improvement efforts, including but not limited to school, job training, counseling, community service, and/or a rehabilitation program, including in-custody programs;
- IV** Whether trauma, domestic or dating violence, sexual assault, stalking, human trafficking, duress, or other similar factors contributed to the offense or conduct;
- V** The age you were when the conduct occurred;
- VI** Whether a disability, including but not limited to a past drug addiction or mental impairment, contributed to the offense or conduct;
- VII** The likelihood of similar conduct happening and any steps taken to mitigate or eliminate a similar occurrence;
- VIII** Any types of reasonable accommodations, or other facts that show the disability has been mitigated or eliminated;



- IX** The likelihood that similar conduct will recur;
- X** Whether you are bonded under a federal, state, or local bonding program;
- XI** The fact that you are seeking employment; and/or
- XII** Any successful completion, or compliance with the terms and conditions, of probation or parole.

Documentary evidence may be submitted if you decide to, but it is not required. Examples of evidence include:

- I** Certificates or other documentation of participation in, enrollment in, or completion of an educational, vocational, training, counseling, community service, or rehabilitation program, including in-custody programs;
- II** Letters from current or former teachers, counselors, supervisors, co-workers, parole or probation officers, or others who know you;
- III** Police reports, protective orders, and/or documentation from healthcare providers, counselors, case managers, or victim advocates who can attest to your status as a survivor of domestic or dating violence, sexual assault, or stalking;
- IV** Documentation confirming the existence of a disability; and/or
- V** Any other document demonstrating rehabilitation or mitigating circumstances.

As part of this process, an employer cannot do any of the following:

- I** Refuse to accept additional evidence voluntarily provided by you, or by someone at your request, at any stage of the hiring process (including prior to making a preliminary decision to rescind the applicant's job offer).



PREPARE FOR THE FAIR CHANCE PROCESS (CONT):

GATHER LETTERS OF SUPPORT AND OTHER REHABILITATION EVIDENCE

- Gather support letters from people in your life. For sample support letters, go to pages 43-54

Letters of support or recommendation from previous teachers or professors, counselors, instructors or employers; from probation or parole officers attesting that you satisfied all terms of probation or parole; recovery programs or counselors attesting to your current state of rehabilitation or others

- Proof of enrollment or completion of school (e.g. high school or college diploma, GED)
- Proof of enrollment or completion in job training programs
- Proof of completion of a rehabilitation program after the conviction (e.g. substance abuse treatment, anger management course, residential drug treatment)
- Proof of community service or other self-improvement efforts

WRITE A PERSONAL STATEMENT DESCRIBING THE NATURE & CIRCUMSTANCES OF YOUR CONVICTION & YOUR REHABILITATIVE EFFORTS

For a sample personal statement letter, go to pages 39-42.

Short examples of a personal statement are below:

“I assure you that I learned from my previous mistakes. I have spent time training for this career path because I am more mature now and have a solid plan for my future. If given the chance, I will give your company 100 percent effort.”

“In 2014, I was convicted of grand theft. During my incarceration, I realized how my actions hurt other people and learned how to overcome the urge for instant gratification. I dedicated my time to reflection, self-improvement and ultimately discovered my passion for learning and technology. After taking all of the available classes on computers and engineering, I am grateful to have received extensive training in this field. Also, I worked as a mechanic for 18 months and was proud of being promoted after a year of hard work. I am excited by this job and the opportunity to work for you.”

“From the time I was 15 years old until I turned 25, I struggled with drug addiction. I was convicted several times for drug-related offenses. I regret this period of my life and I take full responsibility for my actions. After my most recent conviction in 2015, I entered a residential drug treatment program for 18 months. I successfully completed the program and I am proud to say that I have not used drugs for five years. I also moved forward in other areas of my life. I obtained my high school diploma and now volunteer with an organization that mentors young people with risk factors for substance abuse.”



SAMPLE LETTERS



NOTE: The following pages, 29-50, provide sample letters you can use with your employer during the Fair Chance process.

Be sure to put in **YOUR** information in the bracketed [] areas in green to fit your circumstances.

Letter to Employer to Ask for a Copy of Your Background Check & More Time

WHEN TO USE:

This letter can be used when the employer has failed to provide you with a copy of your background check and to ask for additional time to provide a response to convince your employer not to take back your job offer.

[Date]

[Address of Employer]

RE: [Your Name]

To Whom it May Concern:

I am writing in response to your [date] letter regarding my conviction. I appreciate your office giving me an opportunity to respond regarding my suitability to work as [position] at [employer]. In order to do so to my fullest practicable extent, I would like to request a copy of my background check pursuant to California Government Code section 12952(c)(2)(B).

Additionally, I would like to request more time to provide a response to your notice so that I am able to gather evidence of my rehabilitation and letters of support. I request to have until [insert date] to respond. Please also let me know when I can expect to receive a copy of my background check.

Thank you for your consideration.

Sincerely,

[Full name]



Letter to Background Check Company about Errors

WHEN TO USE:

The following letter can be used when your background check has errors. Examples of errors include convictions showing up multiple times, the “disposition” being incorrect (e.g. a dismissed or “expunged” conviction shows up without that information), and the dates or name of the crime being wrong.



NOTE: For instructions on how to get a copy of your records, please go to page 18-19, *KNOW YOUR RECORDS*

[Date]

[Address of background check company]

RE: [Your Name]

To Whom it May Concern:

My name is [Full name] and I am writing to report an error in the background check report that your company conducted for [employer]. [Explain what the error is]. I have attached [any supporting evidence you have] supporting my dispute. I ask that you please correct this error as soon as possible, and notify me at [insert email] when you have made the correction.

Thank you.

Sincerely,

[Full name]



Letter to Employer when Background Check Contains Off-Limits Information or You Don't Have Convictions

WHEN TO USE:

The following letter can be used when your background check has errors. Specifically, this letter should be used when your background check includes off-limits information or if you do not have the convictions listed on your background check.

OFF-LIMITS INFORMATION INCLUDES:

- Arrests that did not result in convictions (unless the case is currently open)
- Diversion programs (both pretrial and post-trial)
- Arrests, convictions, or juvenile proceedings that have been sealed, dismissed, or "expunged" or for which you have been issued a certificate of rehabilitation
- Convictions for minor marijuana-related offenses, if the conviction is more than 2 years old
- convictions that have been erased by statute ("statutorily eradicated") or pardoned
- Juvenile court records

[Date]

[Address of Employer]

RE: [Your Name]

To Whom it May Concern:

This letter comes in response to your office's [date] notice stating that I have conviction[s] for [state the conviction in the notice] that [disqualify/disqualifies] me from the [position you applied for] position. The background check on which the notice relies contains mistakes. [insert mistake, for example: I am writing to clarify that [the identified conviction[s] have/has been dismissed/sealed/statutorily eradicated; I have never had conviction(s) for [state conviction]; the conviction(s) cannot be considered because they were handled by a juvenile court; participation in/referral to a diversion program cannot be considered.]



Examples of Off-Limits Information
that you can ADD are on the
FOLLOWING PAGES, 33.



Thank you for your consideration.

Sincerely,

[Full Name]



CONTINUED: To Employer when Background Check Contains Off-Limits Information or You Don't Have Convictions

IF YOUR ARREST/
DETAINMENT **DID
NOT RESULT IN A
CONVICTION**, STATE
THE FOLLOWING:



NOTE: Add appropriate scenario to previous page 34 letter.

Under California Government Code section 12952(a)(3) (A) and California Labor Code section 432.7(a)(1), an employer cannot consider information concerning an arrest or detention that did not result in conviction. An employer cannot seek information on any record of arrest or detention that did not result in conviction, nor may an employer utilize any record of arrest or detention that did not result in conviction as a factor in determining any condition of employment. Pursuant to California Government Code section 12952(a)(3)(A) and California Labor Code section 432.7(a)(1), I ask that you re-evaluate my application for employment since I do not have this conviction.

IF YOU WERE REFERRED TO OR PARTICIPATED IN A **DIVERSION PROGRAM**, STATE THE FOLLOWING:

Under California Government Code section 12952(a)(3) (B) and California Labor Code section 432.7(a)(1), an employer cannot ask an applicant to disclose information concerning a referral to, and participation, in any pretrial or post-trial diversion program. An employer may not seek out nor utilize this information. I ask that you re-evaluate my application without considering my participation in any diversion program.

IF YOUR OFFENSE WAS HANDLED
BY A **JUVENILE COURT**, STATE THE
FOLLOWING:

Under California Labor Code section 432.7(a)(2) and California Government Code section 12952(f)(1), an employer cannot consider information concerning an arrest, detention, processing, diversion, supervision, adjudication, or court disposition that occurred while the applicant was subject to the process and jurisdiction of a juvenile court. An employer may not seek out nor utilize this information. I ask that you re-evaluate my application without considering this juvenile case, since its consideration is prohibited by law.

IF YOUR CONVICTION WAS **DISMISSED**
OR **SEALED**, STATE THE FOLLOWING:

Under California Government Code section 12952(a)(3)(C) and California Labor Code section 432.7(a)(1), an employer cannot consider information concerning a conviction that has been judicially dismissed or ordered sealed pursuant to law. An employer cannot seek information concerning a conviction that has been judicially dismissed or ordered sealed pursuant to law, nor may an employer utilize information concerning a conviction that has been judicially dismissed or ordered sealed pursuant to law as a factor in determining any condition of employment. I ask that you re-evaluate my application for employment without the dismissed or sealed conviction.



Letter to Employer About Other Background Check Errors

WHEN TO USE:

This letter can be used when your background check has errors. Examples of errors include convictions showing up multiple times, the “disposition” being incorrect (e.g. a dismissed or “expunged” conviction shows up as active), and the dates or name of the crime being wrong.



NOTE: For instructions on how to get a copy of your records, please go to page 18-19, *KNOW YOUR RECORDS*.

You can attach copies of these records to these letters to prove that the background check contains errors.

[Date]

[Address of Employer]

RE: [Your Name]

To Whom it May Concern:

I am writing in response to your [date] letter regarding my background check. The letter states that [what it says regarding alleged conviction(s)]. This is not correct. [Explain why it is a mistake. Example: "My conviction was not for burglary, it was for shoplifting."].

I have attached [supporting evidence you have. Example: "court documents"] supporting this.

Thank you for your consideration.

Sincerely,

[Full name]



Personal Statement Letter to the Employer

WHEN TO USE: This letter can be used when the employer has learned that you have conviction(s) and you'd like to explain changes you've made to your life since those convictions and how those convictions do not prevent you from doing this job. The goal of this letter is to explain each factor that the employer must consider under the Fair Chance Act when evaluating job applicants with a conviction history. For shorter examples of a personal statement, go to page 28.



NOTE: This sample letter continues on the following pages, pages 40-42.



[Date]

[Address of Employer]

RE: [Your Name]

To Whom it May Concern:

I am writing in response to your [date] letter regarding my conviction[s]. I appreciate [employer's] willingness to provide me with an opportunity to respond. As you know, I applied for the [position] with [employer]. I do not believe my conviction[s] [is/are] in conflict with the duties of the job, which I am still very much interested in and qualified for. I have taken steps to turn my life around since my conviction[s] and have demonstrated a commitment to avoid making the mistakes I did in the past.

I was convicted in [year] of [list conviction].

I believe my conviction does not have the requisite nexus with the [position]. California Government Code section 12952 governs how an employer may request and consider an applicant's conviction history. Section 12952(c)(1)(A) instructs that an *"employer that intends to deny an applicant a position of employment solely or in part because of an applicant's conviction history shall make an individualized assessment of whether the applicant's conviction history has a direct and adverse relationship with the specific duties of the job that justify denying the applicant the position."*



NOTE: letter continued on next page, page 41.





CONTINUED: Personal Statement Letter to Employer



NOTE: continuation of letter from previous page, page 40.

My conviction has no bearing on my suitability to work as [this position]. It is unrelated to the responsibilities of [position], which include [describe the basic responsibilities of the position]. [Include details about how your conviction is unrelated to the positions' job responsibilities].

[If your conviction was drug-related, add the following if it is true: I will not have access to medication or other controlled substances in this position.]

As such, there is no relationship between my conviction and the specific duties of the job, let alone a "direct and adverse" one.

Section 12952 lists a number of factors that an employer must consider when making the assessment of whether a direct and adverse relationship exists, including the time passed. I would like to emphasize that the underlying events of this conviction occurred over [__ years/months ago].

I would also like to explain the nature and circumstances of my conviction. [Insert some of the circumstances that explain the conviction. For example: "For many years, I



NOTE: letter continued on next page, page 42.





NOTE: continuation of letter from previous page, page 41.

was addicted to drugs. My drug addiction explains my conviction, as I started stealing in order to support my addiction.”]. I regret this period of my life and take full responsibility for my actions. During my incarceration, I [participated in/completed] [insert rehabilitative programs you participated in, even if they were mandatory, such as substance abuse treatment programs, counseling, anger management classes, etc.]. My incarceration also gave me an opportunity to reflect on the consequences of my actions, including the harm I did to myself and to others. [You can insert an example of a lesson you learned or something you did to rectify the harm caused, such as giving back to your community].

I am also expecting letters of support from [other letters you will also submit]. I will send this information as soon as possible.

Thank you for your consideration. I am very excited about working with [employer], and I hope that you will give me the opportunity to do so.

Sincerely,

[Full name]



Support Letter from Probation / Parole Officer

WHEN TO USE:

You can share this sample letter with your probation or parole officer, and ask them to provide you with a similar letter.



NOTE: This letter should be on official letterhead.

[Date]

To Whom It May Concern:

I am [give name and relationship to Applicant] and I have supervised [Applicant] for [X years/X months]. [Applicant] [is currently completing/has successfully completed] a term of [probation/parole/supervised release], which began on [date] and [is scheduled to] expire[d] on [date]. [He/she/they is/are] in compliance with the terms of probation.

[Include any helpful details about the terms of probation.]

For example:

- [Applicant]'s terms of probation require that [he/she/they] report on time to regularly scheduled meetings with me. [Applicant] has always been on time to our required meetings.
- [Applicant]'s terms of probation require that [he/she/they] take regular drug tests. [Applicant] has taken [X number] of drug tests, and has passed them all [OR not failed a drug test since date].
- [Applicant] appears to be taking responsibility for [his/her/their] past actions and has demonstrated an intention to maintain a law-abiding lifestyle.
- To my knowledge, [Applicant] does not appear to pose any kind of security risk.

Sincerely,

[Name]

[Title]

[Address]

[Phone Number]



Support Letter from Past Employer / Supervisor / Manager

WHEN TO USE:

You can share this sample letter with someone you used to work with, like a supervisor or manager, and ask them to provide you with a similar letter.

[Date]

[Address of Employer]

RE: [Your Name]

To Whom it May Concern:

I am a [job title] with [company]. I supervised [employee] from [start date] to [end date]. [Employee] worked for [company] as a [position]. [Employee's] job responsibilities include [brief description of job duties]. I am aware of [Employee's] record.

[Employee] is hardworking, reliable, honest, respectful, courteous, and well-liked by [his/her/their] co-workers and management. [Employee] has never been subject to any discipline, nor have any complaints been made about [him/her/them] by customers or coworkers. [Employee] made some mistakes in [his/her/their] past, but [he/she/they has/have] turned their life around.

[Insert any specific stories demonstrating good qualities and any details regarding rehabilitation efforts].

Any employer would be lucky to have [Employee] working for them.

Sincerely,

[Full name]



Support Letter from Health Care Provider (including Doctor, Nurse, Therapist, Counselor)

WHEN TO USE:

You can use this letter when your convictions were related to a past drug addiction. You can share this sample letter with your healthcare provider (including your mental healthcare provider), counselor or therapist, and ask them to provide you with a similar letter certifying that you are undergoing treatment for that drug addiction. Please note that you should only use this letter if you are currently not using illegal drugs.



NOTE: This letter should be on official letterhead of Healthcare Provider.

[Date]

To Whom It May Concern:

I am a [licensed medical/healthcare professional, counselor] from [Organization] for [Applicant].
[Applicant] is a patient in my care and has been in my care since [Date].

[Applicant] had a past drug addiction that substantially limited [his/her/their] ability to [concentrate, think, other major life activities], among other major life activities. I have worked with [Applicant] to develop a treatment plan for [his/her/their] addiction. [Applicant] also successfully completed a 60-day residential drug treatment program]. [Applicant] is no longer engaging in the use of illegal drugs and has not used illegal drugs for approximately [time].

The strides [Applicant] has made toward recovery are nothing short of amazing. [Applicant] has worked very hard to overcome [his/her/their] addiction and has built up an arsenal of tools to fight against a relapse.

In my opinion, [Applicant] is ready to work and would be a great employee.

Sincerely,

[Healthcare provider Name, Title, License Number (if applicable)]



Support Letter from Service Providers, Job Training, Education, Volunteering, Religious Leaders, and Others

WHEN TO USE:

Be creative about who can write you a support letter! Think about the people and organizations in your life who can help you convince an employer to hire you and not revoke your job offer. Anyone can write a support letter for you!



NOTE: If applicable, use official letterhead.

[Date]

To Whom It May Concern:

I am [describe relationship to job applicant]. I have known [Applicant] for [Amount of Time]. [Include any additional details about relationship, for instance]:

- [Applicant] regularly attends religious services at my church.
- [Applicant] successfully completed a job training program with [Organization], where [he/she/they]



NOTE: letter continued on next page, page 50.





were an enthusiastic, responsible, and hardworking participant.

- [Applicant] regularly volunteers with [Organization] as a [Position]. [Applicant] has been an invaluable volunteer, showing up early, leaving late, and bravely and courageously sharing their story with our program participants to inspire them to not make the same mistakes [he/she/they] did.
- [Applicant] was a student in my class. I found [Applicant] to be a bright, hard working person, who was a joy to have in class.
- [Applicant] successfully completed anger management counseling and received a certification of completion from [Organization].

During that time, I have known [Applicant] to be a reliable, truthful, respectful, courteous, and well-liked person. [Applicant] made mistakes in [his/her/their] past, but has moved on with their life.

[Include other detailed description of positive qualities, rehabilitative efforts, and other helpful information, including specific facts and details].

Thank you for taking the time to review my letter.

Sincerely,

[Name]



SUPPORT LETTERS TIPS



PAROLE / PROBATION OFFICER

If your parole or probation officer can say the following truthfully, ask them to write a letter commenting on:

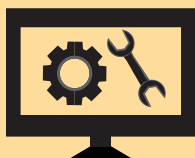
- Negative drug tests
- Positive outlook
- Compliance with all requirements of parole/probation
- Exceptional motivation
- Any other positive qualities or accomplishments



EMPLOYMENT

If you have had positive work experiences in the past, try to get as many letters as you can from supervisors, managers or even coworkers who can comment on:

- What the job was and how long you worked there
- What your job responsibilities were
- How well you performed your job
- Whether you were promoted while on the job
- Your excellent attendance record and punctuality
- That you are motivated, responsible, and get along well with others
- Any other positive qualities or accomplishments



JOB TRAINING

If you participated or are participating in a job training program to grow your skills related to the job you are applying for, ask a program supervisor or administrator to write a letter commenting on:

- Your participation, enrollment, and/or successful completion of the program
- Your excellent attendance record and punctuality
- Your motivation to learn and get ahead in life
- The useful skills you learned that can be applied to the job
- Any other positive qualities or accomplishments



EDUCATION / SCHOOL

If you are enrolled in or have successfully completed an education program, ask a teacher or school administrator to write a letter commenting on:

- Your enrollment or completion in the program
- Your excellent attendance and punctuality
- Your great grades
- Your motivation to learn and get ahead in life
- Any other positive qualities or accomplishments



**HEALTH CARE
PROVIDER /
COUNSELING /
SOCIAL SERVICE
PROGRAM**

If you have spent any time receiving treatment or in a counseling or other social service program (like a drug treatment or anger management program), and your instructor, program coordinator, or health care provider can accurately say the following, ask them to write a letter commenting on:

- Your past drug addiction
- That you are currently not using illegal drugs
- The length of time for which you have not used illegal drugs
- Your attendance in the program
- Negative drug tests
- Demonstrated motivation and desire to change
- Full participation the program
- Your understanding of the causes of your past behavior and commitment to changing
- Any other positive qualities or accomplishments



**CLERGY /
RELIGIOUS
LEADERS**

If you play a leadership role in your community or have a relationship with a religious leader, ask your priest, minister, imam, rabbi or other spiritual leader to write a letter on your behalf describing your leadership, character, or any positive qualities and accomplishments.



VOLUNTEER WORK

If you have volunteered for a school, nonprofit or other group, ask them for a letter saying that you:

- Are responsible and reliable
- Have contributed to the work of the program
- Are dedicated to your volunteer work
- Any other positive qualities or accomplishments



ANYONE ELSE!

If there is someone else you think might be able to convince your employer that they should give you the job and not take back your job offer, ask them to write a letter attesting to:

- Your positive character
- Your rehabilitation efforts to change after your convictions
- Any other positive qualities or accomplishments



TEMPLATE FOR PERSONAL STATEMENT

DISCUSS CONVICTION

- what, when (stick to the basic facts)
- take responsibility/show remorse
- mitigating factors

"this situation taught me..."

DISCUSS ACCOMPLISHMENTS

- social and community ties
- programs completed inside
- programs completed while out
- employment
- education

CLOSE WITH RELATABLE SKILLS AND RESTATE QUALITIES, SHARED VALUES AND RELEVANT SKILLS

- commitment to work, family, etc.
- personal strengths

"I am a good candidate because..."



NOTE: For
personal
statement
examples, go
to page 28.



CALIFORNIA CIVIL RIGHTS DEPARTMENT **SAMPLE INTAKE FORM**

USE OF CRIMINAL HISTORY INFORMATION IN EMPLOYMENT

Use this Intake Form if you would like to file a complaint against an employer for unlawfully asking you about or using your criminal history information in making an employment decision. The Intake Form is not a filed complaint. After you complete and submit this form, a CRD representative will interview you to determine if a complaint can be accepted for investigation.



DISCLAIMER: DO NOT FILL OUT THE FORM IN THIS TOOLKIT.

THE FOLLOWING IS ONLY A SAMPLE.

This is the **REQUIRED PORTION** of the intake you'll need to fill out to start the legal complaint process.

THE ACTUAL FORM IS AVAILABLE AT:

https://www.calcivilrights.ca.gov/wp-content/uploads/sites/32/2018/06/IF-CriminalHistoryEmployment_ENG.pdf

TO FILE A COMPLAINT ONLINE, VISIT THIS WEBSITE:

<https://ccrs.calcivilrights.ca.gov/>

COMPLAINANT (YOU)

NAME: _____

TELEPHONE NUMBER: _____

ADDRESS: _____

EMAIL ADDRESS: _____

CITY/STATE/ZIP: _____



NOTE: Here, you fill out your basic information, including your contact information and whether you would like an interpreter to assist you.

Do you need an interpreter during the complaint process?

☐ Yes ☐ No

If yes, indicate language: _____

Are you currently out on bail or released on your own recognizance pending trial?

☐ Yes ☐ No

Were you applying for a job at a health care facility?

☐ Yes ☐ No

Were you applying for a farm labor job?

☐ Yes ☐ No

Were you applying for a law enforcement position or a position with a state criminal justice agency?

☐ Yes ☐ No



NOTE: The yes/no check boxes relate to exceptions to the California Fair Chance Act or other relevant information the government agency will use to determine whether it can investigate your claim.



NOTE: form continued on next page, page 58.



RESPONDENT (EMPLOYER OR COMPANY)

NAME: _____

TELEPHONE NUMBER: _____

ADDRESS: _____



NOTE: Here you provide basic information about the employer, including their contact information.

CITY/STATE/ZIP: _____

NUMBER OF EMPLOYEES: _____

TYPE OF EMPLOYER: _____



NOTE: For number of employees, you can include an estimate of the number of employees they have - for example, "5+" or "50+".

ADD CO-RESPONDENT

NAME/TITLE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____



NOTE: If there is another employer, company, or individual who you would like to file a complaint about, add them here. For example, if you applied to work through a temp agency, and you believe that both the temp agency and the other employer violated your rights, you would include both companies.

FIRST DATE OF HARM (Month/Day/Year): _____

LAST DATE OF HARM (Month/Day/Year): _____



NOTE: form continued on next page, page 59.



COMPLAINT

Please describe your complaint about the employer's use of criminal history information during the employment process.

[CHECK BOXES]



NOTE: Here, check the relevant box or boxes explaining what the company did to violate your rights.

- ☐ Application included a question about conviction history before a conditional job offer was made.
- ☐ Employer asked about or considered my conviction history before a conditional job offer was made.
- ☐ Employer considered, distributed, or disseminated information about:
 - ☐ An arrest not followed by conviction
 - ☐ My referral to or participation in a pretrial or posttrial diversion program
 - ☐ Convictions that had been sealed, dismissed, expunged, or statutorily eradicated
- ☐ Employer did not make an individualized assessment considering the nature and gravity of the conduct, the time passed, and the nature of the job held or sought.
- ☐ Employer did not notify me in writing of the preliminary decision that my conviction history disqualified me from employment.
- ☐ Employer did not provide me a notice of the conviction(s) that disqualified me from employment.
- ☐ Employer did not provide me with a copy of my conviction history report.



NOTE: form continued on next page, page 60.



- ☐ Employer did not explain my right to respond to the preliminary disqualification decision or the deadline by which I had to respond.
- ☐ Employer did not explain my right to submit evidence challenging the conviction history report, mitigating circumstances, or circumstances regarding my rehabilitation.
- ☐ Employer did not consider my response to the preliminary disqualification decision.
- ☐ Employer did not notify me in writing of the final decision to disqualify me because of my conviction history.
- ☐ Employer did not notify me in writing of:
 - ☐ Employer's existing procedure for challenging their decision.

Describe procedure: _____

☐ My right to file a complaint with CRD

☐ Other: _____

1. Do you have an attorney who agreed to represent you in this matter? ☐ Yes ☐ No

If yes, please provide the attorney's contact information below.

COMPLAINANT'S REPRESENTATIVE INFORMATION

Attorney Name: _____

Attorney Firm Name: _____

Attorney Address: _____

Attorney City, State, and Zip: _____



NOTE: You do not need an attorney for the CRD process. If you have an attorney, you can include their contact information here.



NOTE: For help filling out a complaint intake form, contact Legal Aid at Work.

LEGAL AID AT WORK

legalaidatwork.org

415-864-8848

