

Interview Process Complaint (Type B): Fair Criminal Record Screening



The Fair Criminal Record Screening Amendment Act of 2014 prohibits District employers with 11 or more employees from asking about arrests, criminal accusations, or criminal convictions on an application or during the interview process (exceptions apply)*. **If criminal background information is asked about during the interview process or if you believe your conditional job offer was improperly revoked or adverse action was improperly taken because of your criminal conviction(s), please complete this form.** To file a complaint about an alleged violation on an application form, please obtain and complete the "Application Complaint (Type A) Form." More information about the law is available by visiting or calling the Office of Human Rights, or by visiting ohr.dc.gov/page/returningcitizens. *Fields with asterisks (**) are required.*

Jurisdiction

To file a complaint, the alleged violation must meet the following criteria (please check the required boxes):**

It occurred in the District of Columbia or is related to an employment position in the District of Columbia.

It occurred in the last year and on or after the law's effective date of December 17, 2014.

The employer has 11 or more employees.

Complainant Information

Complainant Name**

Complainant Address

Complainant Preferred Telephone Number

Complainant Second Telephone Number (optional)

Complainant Email Address

Complainant Language Preference

Do you need a reasonable accommodation?**

Yes No

If yes, please explain here.

Incident Information

Date of Alleged Violation**

Position Applied For**

What did the employer ask about?**

Arrest(s)

Criminal Accusation(s)

Criminal Conviction(s)

General Criminal Background Information

Other (please specify):

Did you receive a conditional job offer?**

Yes No

If yes, was it revoked?

Yes No

If it was revoked, was a reason given?

Yes No

If yes, what reason was given?

* Exceptions exist for employers where law requires they consider an applicant's criminal history; when a position is designated to encourage employment of those with criminal histories; and those who provide programs or services to minors or vulnerable adults.

Employer Information

Employer Name**

Employer Address**

Employer Telephone Number

Number of Employees at Employer**

1 - 10 employees

11 or more employees

I don't know

Attorney or Counsel Information (optional)

Counsel Name

Counsel Address

Counsel Telephone Number

Counsel Fax Number

Counsel Email Address

Additional Information

Please describe the incident and provide any additional relevant information.

How did you find out about the Office of Human Rights (check all that apply)?

Family or Friend

DC Government or 311

OHR Advertisement

OHR Website or Internet

OHR Social Media

OHR Brochure or Flyer

Lawyer/Legal Clinic

Community Organization

Event or Training

Other: _____

Please return this form by mail or in-person to 441 4th Street NW, Suite 570N, Washington DC, 20001 or by email to ohr.intake@dc.gov.