

**City of Austin
Office of Civil Rights**

505 Barton Springs Road, Suite 515, Austin, TX 78704
Mailing Address: P.O. Box 1088, Austin, TX 78767



Complaint Number _____

Date Received _____

**CITY OF AUSTIN MUNICIPAL CODE OF ORDINANCE
CHAPTER 4-15
FAIR CHANCE HIRING
COMPLAINT FORM**

<http://austintexas.gov/fairchancehiring>

The City of Austin Fair Chance Hiring Ordinance prohibits Employers with 15 or more employees from asking or obtaining information about an individual's Criminal History during the job application process. The Fair Chance Hiring Ordinance requires Employers:

- Do not publish or cause to be published information about a job that states or implies that an applicant's criminal history is an automatic disqualification.
- Must not ask about an applicant's criminal history on a job application or at any time before making a conditional offer of employment, either directly to the applicant or through the use of a background check.
- Must not fail to hire or promote an applicant because of an applicant's criminal history without first performing an individualized assessment to determine that the applicant is unsuitable for the job.
- Must refrain from any form of retaliation against an individual who reports a Fair Chance Hiring Ordinance violation or participates in a Fair Chance Hiring complaint.
- That take adverse action against an individual based on the individual's criminal history must inform the individual in writing that the adverse action was based on the individual's criminal history.
- Specifically Staffing Agencies may solicit criminal history information about an individual and make an individualized assessment of the individual's criminal history when the agency has identified a job to which the individual will be employed or placed in a staffing pool.
- May not take adverse action against an individual because the individual has reported a violation of this chapter by an employer or has participated in an administrative proceeding under this ordinance.

The information provided on this form is confidential to the extent permitted by applicable laws.

SECTION I: COMPLAINANT INFORMATION

Last Name	First Name	Middle Initial
Mailing Address	City	State Zip
Primary Phone	Email	

SECTION II: RESPONDENT INFORMATION

Business/Employer Name		
Business Address	City	State Zip
Business Phone	Email	

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SECTION III: INCIDENT INFORMATION

Date(s) of Violation(s):

Applied for the position of:

Application Process *Please provide a copy of the posting / application, if available.*

A. Was the violation during the Application Process? Yes No

B. If so, was the violation on a (check all that apply):

Job Posting Online Application Paper Application Other, please specify:

Interview Process

A. Was the violation during the Interview Process? Yes No

B. If so, did the Employer inquire about the Applicant's Criminal History during the interview convictions, arrests, investigations, or any action(s) that did not lead to a conviction? Yes No

C. At any time during the interview process did you disclose your criminal background? Yes No

Notification Process *Please provide a copy of any documentation, if available.*

A. Did the Employer make a Conditional Offer of Employment, and after the Criminal History review, take adverse action?
Yes No

B. Did the Employer provide the following when the adverse action was taken?

Written Notification of adverse action Assessment of Applicant's Criminal History and the job duties
 Any Supporting Documentation used to make this determination

Complaint Process

Did you complain to any person or the Employer's Human Resources? Yes No

Please attach or describe the complaint you made and the Company / Employer's response.

Include any emails, texts, messages, and full contact information of witnesses who can corroborate your statements.

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Particulars. Describe the details of the incident(s), including dates and names and titles of persons involved.

SECTION IV: SIGNATURE

I swear or affirm that I have read the above charge and that it is true to the best my knowledge, information and belief.

Signature

Print Name

Date