

This information *does not* apply to hiring conducted during an emergency, or to employment at:

-  New Orleans Police Department
-  New Orleans Fire Department
-  New Orleans Aviation Board
-  Youth Study Center
-  N.O. Office of Homeland Security and Emergency Preparedness

**Contact us TODAY**  
so we can help you:

- Learn how to talk about your conviction history
- Connect you to employers who are doing the right thing
- and so much more!

**WORKING IS  
“THE SINGLE MOST  
IMPORTANT  
INFLUENCE ON  
DECREASING  
RECIDIVISM.”<sup>3</sup>**



**ACCESS TO EQUAL AND  
FAIR EMPLOYMENT IS  
YOUR CIVIL RIGHT!**

**AND WE ARE HERE TO  
HELP YOU.**

Contact Info:

admin@vote-nola or (504) 571-9599



Based on ordinance #32382, effective March 1, 2019.

1. <http://www.nelp.org/content/uploads/NELP-Fair-Chance-Ban-the-Box-Toolkit.pdf> (9)
2. [http://www.nelp.org/blog/why-businesses-should-reach-out-to-the-70-million-americans-excluded-from-the-workforce/\(40\)](http://www.nelp.org/blog/why-businesses-should-reach-out-to-the-70-million-americans-excluded-from-the-workforce/(40))
3. <http://www.nelp.org/content/uploads/Business-Case-Fair-Chance-Employment.pdf>

**ARE YOU FORMERLY  
INCARCERATED AND  
LOOKING FOR A JOB?**



**We banned the box on  
employment applications  
for city contracted and  
government jobs...**

**...Now learn your rights!**

## DID YOU KNOW...

-In 2014, nearly **1** in every **3** adults in the U.S. had a criminal record. This number grows every year.

-There are more than **12 million** arrests each year.<sup>1</sup>

-Each year, **700,000** people, looking for work, are released from prison.

-The job callback rate drops by **at least 50%** when a person has a record.<sup>2</sup>



We know that millions of qualified individuals have been discouraged from applying for jobs because of the 'box' asking about conviction history.

We also know that when people with criminal records aren't given a fair opportunity to work, public health and safety suffer.

So, we banned the box on all employment applications.

**What does that mean for you?**

## THE APPLICATION PROCESS

It is illegal for an employer to ask about your criminal background in an initial written application.



After an interview, an employer *can* (but doesn't have to) conduct a background check. The results cannot automatically disqualify you. They must notify you beforehand in writing.

Once a background check is conducted, an employer must give you a copy and keep your information confidential.



An employer **CANNOT** consider the following when evaluating your background check:

1. Arrest records/charges that didn't result in a conviction
2. Sealed, dismissed or expunged convictions
3. Misdemeanors that resulted in no jail time
4. Non-felony convictions from when applicants was 18 years old or younger

## ADVOCATE FOR YOURSELF



If those categories don't apply to your record, you still have the right to explain either the

inaccuracy of your conviction or your rehabilitation to an employer within **5 business days** of the background check.

**When submitting your information, consider including...**



Time since offense or release without subsequent arrest or conviction

Compliance with probation/parole terms



Completion of any mandatory programs

Current suitability for position:



-Letters of recommendation or character testimonies

-Completion of educational attainment

-Completion of community programs