

## EMPLOYER ANNUAL REPORTING FORM 2022 – HCSO AND FCO (TEST ONLY)

Name and Address

Fair Chance

Certification

### Fair Chance Ordinance Reporting

The San Francisco [Fair Chance Ordinance](#) requires all City Contractors and employers with 5 or more employees to follow strict rules regarding the use of arrest and conviction records in hiring and employment decisions. The law applies to positions that perform 8 hours of work or more in San Francisco.

**Employers covered by the law are required to report to the OLSE.** [More information](#)

1) How many employees did your company hire to work in San Francisco during 2022 (including telecommuters working in San Francisco)?

2) During 2022, did your company's employment application for jobs in San Francisco, including online applications, ask about arrest or conviction records?

Yes  No

3) In 2022, did your business conduct criminal background checks for any applicants before making a conditional offer of employment?

Yes  No

4) The FCO prohibits employers from inquiring about the following at any time:

- An arrest not leading to a conviction, except for unresolved arrests;
- A conviction that is more than 7 years old;
- Participation in a diversion or deferral of judgment program;
- A conviction that has been dismissed, expunged, or otherwise invalidated;
- A conviction in the juvenile justice system;
- An offense other than a felony or misdemeanor, such as an infraction
- A conviction for decriminalized conduct, including the non-commercial use and cultivation of cannabis (as of October 1, 2022)

Did your company inquire about any the above in 2022?

Yes  No

5) Did you hire anyone with a conviction history during 2022?

Yes  No  Do not know

6) Is your business exempt from any of the FCO's restrictions (either because you are required to conduct background checks under state or federal law, or because your employees are drivers or work with children, seniors, or disabled individuals)? [More Information](#)

Yes  No

6a) If so, please select the type of jobs for which you are hiring:

7) What is the highest number of employees your business had in any quarter of 2022?

#### Fair Chance Ordinance Resources and Support

Website: <https://sf.gov/fco>

Email: [fco@sfgov.org](mailto:fco@sfgov.org)

Fair Chance Ordinance Hotline: (415) 554-5192