FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE (FCIHO)
INDIVIDUAL ASSESSMENT and REASSESSMENT FORM

INFORMATION	
Employer Name:	Applicant Name:
Position Applied For:	Date of Conditional Offer:
Date of Criminal History Report:	Individual Assessment Performed by:
Date of Assessment:	Date of Reassessment (if applicable):

The following factors were considered, as required by Section 189.03 of the Los Angeles Municipal Code or Section 10.48.3 of the Los Angeles Administrative Code, before making our determination:

1. The specific duties and responsibilities of the job, which are:
   a) _____
   b) _____
   c) _____
   d) _____

2. Description of the criminal conduct and why the conduct is of concern.

3. How long ago did the criminal activity occur:

4. Age at the time of last criminal activity:

5. Activities since criminal activity such as work experience, job training etc.:
   a) _____
   b) _____
   c) _____
   d) _____

Based on the factors above, we are considering rescinding our offer of employment because:

Describe how there is a link between the specific aspects of the Applicant's Criminal History with risks inherent in the duties of the Employment position.

To be completed for a Reassessment:

1. Was there an error made in the Criminal History Report?

2 Evidence of rehabilitation and good conduct, which is:
   a) _____
   b) _____
   c) _____
   d) _____

Evidence includes documents that the Applicant attended school, religious institution, job training, or counseling; or is involved with the community. They can include letters from people who know them, like teachers, counselors, supervisors, clergy, and parole or probation officers.

Based on the evidence provided, we are rescinding/not rescinding (circle one) our offer of employment because:

Note: Employers shall retain all records and documents related to Applicants' Employment applications and the written assessment and reassessment performed for a period of three years following the receipt of an Applicant's Employment application.