What Is Ban the Box?

Ban the Box makes it illegal for employers to conduct a criminal-record check or ask you if you have a criminal history **BEFORE** they give you a conditional offer of employment.

What Is A Conditional Offer of Employment?

A conditional offer of employment is a **job offer** that is pending on the successful completion of certain things. For example, a drug test, a skills test or a background check could be terms of a conditional offer. The employer then can decide whether or not to move forward with your employment.

What If An Employer Asks Me?

If an employer asks if you have a criminal record before giving you an offer, then you should answer the question truthfully. Then you should contact the Office of Civil Rights and Wage Enforcement and explain what happened. You can contact the Office of Civil Rights and Wage Enforcement at: **410.396.3141**

Your application cannot be automatically discarded because of a "box" – Employers must first evaluate your application on its own merit.

What Happens After I File A Complaint?

The Baltimore Community Relations Commission can conduct an investigation and hear the case.

If you file a complaint against an employer, they are not allowed to discriminate or retaliate against you.

After hearing your case, the Commission may award you:

* Back pay for lost wages
* Reinstatement
* Compensation
* Reimbursement for expenses
* Attorney's fees

Many individuals with criminal records are job seekers who are ready and able to become part of and to contribute to the work force.

Have Questions?

If you need more information about the Community Relations Commission, you can contact the Community Relations Commission by:

Phone: **410.396.3141**
Email:**CRCIntake@baltimorecity.gov**

What Will Ban the Box Do?

In the City of Baltimore, applicants should be judged on their abilities and qualifications. Ban the Box makes this possible. Employers can no longer immediately turn you away because of a criminal record. Instead, they must first evaluate your application on its own merit.

The goal of Ban the Box is to make sure that everyone in the City of Baltimore has a fair opportunity to work. When everyone can work, the City is healthier and stronger.

Office of Civil Rights and Wage Enforcement

Stephanie Rawlings-Blake, Mayor
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Baltimore City Community Relations Commission

EMPOWER. EDUCATE. ENFORCE.

BAN THE BOX: ARE YOU BEING ASKED ABOUT YOUR CRIMINAL HISTORY?

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