



## 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?

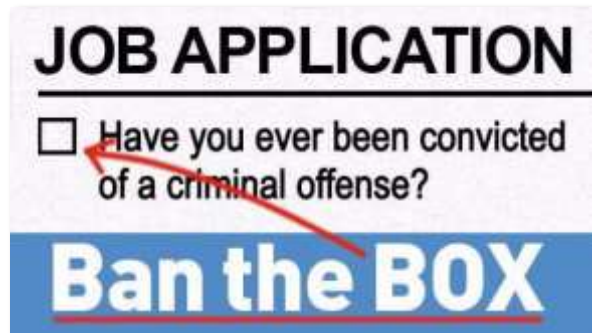
A conditional offer of employment is a **job offer** that is contingent upon the successful completion of various assessments. For example, a drug test, a skills test or a background check could be terms of a conditional offer. The employer then can decide whether to move forward with your employment.

## WHAT IF AN EMPLOYER ASKS ME?

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

It is unlawful for an employer to retaliate against you for filing a complaint.

After hearing your case, and upon finding that the employer violated the law, 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  
THAT ARE READY AND ABLE TO  
CONTRIBUTE TO THE WORK FORCE.**

## HAVE QUESTIONS?

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

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 evaluate your application.

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.



## Baltimore City Office of Equity and Civil Rights

7 E. Redwood Street, 9th Floor  
Baltimore, Maryland 21202

410.396.3141

Fax: 410.244.0176

[www.civilrights.baltimorecity.gov](http://www.civilrights.baltimorecity.gov)

[www.facebook.com/  
Baltcivilrights](https://www.facebook.com/Baltcivilrights)

Baltcivilrights Twitter:

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Equity and Civil Rights

## Baltimore City Community Relations Commission



BALTIMORE CITY OFFICE OF

Equity and Civil Rights

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

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Baltimore, MD 21202

410-396-3141

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