



NOTICE:

Ban the Box

Job Application Requirements

Sec. 39.08, Madison General Ordinances

Pursuant to Section 39.08 of the Madison General Ordinances, certain contractors doing business with the City of Madison must “Ban the Box” from job applications and hiring practices – this means employers cannot ask questions about criminal and arrest record on application forms and in interviews. This is to ensure equitable opportunities for qualified applicants are available to all, and to address hiring disparities and barriers to employment faced by ex-offenders and people who have had police contacts but are qualified for the job.

This company has a contract with the City of Madison and has agreed, for the duration of the contract, to:

- REMOVE from all job application forms any questions, check boxes or other inquiries regarding whether the applicant has any criminal or civil arrests, charges or convictions.
- REFRAIN from asking an applicant in any manner about their arrest or conviction record until after a conditional offer of employment is made to the applicant.
- NOT conduct a formal or informal background check, including using Wisconsin Circuit Court Access Program (CCAP), until *after* making a conditional job offer.
- This applies to paid positions and unpaid internships, apprenticeships and trainee programs.
- Contractors must keep full and accurate hiring records for the City to inspect if there is a complaint.

Applicants may file a complaint alleging a violation of the Ban the Box policy with:

City of Madison - Department of Civil Rights
210 Martin Luther King, Jr. Blvd., City-County Building Room 523, Madison, WI 53703
(608) 266-4910 - TTY: Dial 711 to reach the WI Relay Service or call 1-800-947-3529
Email: dcr@cityofmadison.com