



GUAM DEPARTMENT OF LABOR  
Fair Employment Practice Office  
**COMPLAINT INTAKE FORM**

The FCHP prohibits some Employers from asking or obtaining information about an individual's Criminal History during the job application process

The FCHP requires that Employers with **15 or more employees**:

- Do not inquire about an Applicant's criminal history on job applications (i.e. job postings, job applications, and/or during an interview).
- Only request a criminal background check **AFTER** a Conditional Offer of Employment has been made.
- If rescinding an offer of employment, Employers are required to provide the Applicant with a copy of: a) the *Statement of Denial* b) *any documentation supporting the Employer's determination*.
- Comply with the notice/posting requirement of the FCHP.

Additional information can be found at <http://dol.guam.gov/compliance/fepd/>

**SECTION I: COMPLAINANT INFORMATION**

Last Name:	First Name:	Middle Initial:
Mailing Address:	City:	State:      Zip:
Primary Phone:	Secondary Phone:	Email:

**SECTION II: BUSINESS/EMPLOYER INFORMATION**

Business/Employer Name:			
Business Address:	City:	State:	Zip:
Business Phone:	Email:		

**SECTION III: INCIDENT INFORMATION (Fill out where applicable)**

Date(s) of Application(s):
Applied for the position of:
8. <b>Application Process:</b> Please submit a copy of the posting / application, if available. A. Was the violation during the Application Process? Yes <input type="checkbox"/> No <input type="checkbox"/> B. If so, was the violation on a (check all that apply): <input type="checkbox"/> Job Posting <input type="checkbox"/> Online Application <input type="checkbox"/> Paper Application <input type="checkbox"/> Other, please specify: _____
9. <b>Interview Process:</b> A. Was the violation during your Interview? Yes <input type="checkbox"/> No <input type="checkbox"/> B. If so, did the Employer inquire about the Applicant's Criminal History during the interview (including convictions, arrests, investigations, or any action(s) that did not lead to a conviction)? Yes <input type="checkbox"/> No <input type="checkbox"/> C. Was an employment decision made based on information you provided voluntarily during the interview process? Yes <input type="checkbox"/> No <input type="checkbox"/>
10. <b>Fair Chance Process:</b> Please submit a copy of any documentation, if available. A. Did the Employer make a Conditional Offer of Employment, and after the Criminal History review, the offer was rescinded? Yes <input type="checkbox"/> No <input type="checkbox"/> B. Did the Employer provide the following when the offer was rescinded? <input type="checkbox"/> Written Statement of Denial <input type="checkbox"/> Supporting Documentation used to make their determination.
11. <b>Other:</b> A. Did the Employer retaliate? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain: (Ex. Did the violation occur after an Employee made a complaint about the FCHP or by seeking to enforce his/her rights under the FCHP?) B. Did the Employer fail to comply with any other aspect of the FCHP not previously mentioned above? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain: _____ _____ _____

**SECTION IV: SIGNATURE**

I declare under penalty of perjury under the laws of the Guam that the information I have provided is true to the best of my knowledge.

_____	_____	_____
Signature	Name	Date

**SUBMIT COMPLAINT INTAKE FORM TO: The Fair Employment Practice Division via Email at [Fepa@dol.guam.gov](mailto:Fepa@dol.guam.gov) or Mail to P.O. Box 9970, Tamuning, GU**

