



**EMPLOYMENT – CRIMINAL BACKGROUND CHECK COMPLAINT**

It is unlawful under City of Columbia Ordinances to inquire, question or otherwise seek information as to an applicant's criminal background prior to making a conditional offer of employment, unless the employment position qualifies for an exception under the law. This includes inquiries on applications, pre-interview, during the interview or post-interview.

<b>Name of Complainant:</b> <i>(person filing complaint)</i>	
<b>Street Address:</b>	
<b>Phone:</b>	
<b>Email Address:</b>	

<b>Respondent(s):</b> <i>(Business, organization, or person against whom complaint of discrimination is being filed)</i>	
<b>Street Address:</b>	
<b>Contact Name and Title:</b>	
<b>Contact Phone:</b>	

**Please check one:**

Respondent sought criminal background information on their application.

Respondent otherwise sought criminal background information prior to a conditional offer of employment.

**Date of alleged act of discrimination (mm/dd/yyyy):**

<b>Complainant statement about violation:</b>

**If you have any questions, please contact:**

City of Columbia, Missouri - Diversity, Equity and Inclusion Administrator  
701 E. Broadway, 2nd Floor, P.O. Box 6015, Columbia, MO 65205-6015  
Phone: (573) 874-6259 • Email: [HumanRights@CoMo.gov](mailto:HumanRights@CoMo.gov)