

# SAMPLE CONDITIONAL JOB OFFER AND NOTICE

*This is a sample only. It is intended as general information only and is not intended to bind the County of Los Angeles in any enforcement action. The Office of Labor Equity (OLE) is providing this information as a public service.*

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[DATE]

**RE: Conditional Job Offer & Notice of Intent to Conduct Background Check**

Dear [APPLICANT NAME],

We are writing to make you a conditional offer of employment for the position of [INSERT POSITION]. We are informing you that before this job offer becomes final, we will conduct a review of your criminal history background.

We have good cause to conduct a review of criminal history for this position because:

- If we do not review the criminal history of applicants for this position, we will face a significant risk to our business operations or business reputation because \_\_\_\_\_.  
(explain the reasoning, *i.e.*, the sensitive, serious, public, or critical nature of the business and job position, which requires the conduct of criminal background checks.)  
*Los Angeles County Code Chapter 8.300.050. D*

[and/or]

- a review of criminal history is necessary for the position due to concerns regarding the safety of, or risk of harm or harassment to \_\_\_\_\_  
(identify the persons at risk, *i.e.*, staff, employees, contractors, vendors, associates, clients, customers, minors, dependents, or persons 65 years or older, or the general public).  
*Los Angeles County Code Chapter 8.300.050. D.6*

In addition to your criminal history information, we will also be reviewing the following information, background or history as part of the overall background check process before your job offer becomes final:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Sincerely,

[EMPLOYER CONTACT]

[EMPLOYER]

[EMPLOYER ADDRESS]

[CONTACT'S PHONE NUMBER]

[CONTACT'S EMAIL]