

APPLYING FOR A JOB WITH CRIMINAL RECORDS?

EMPLOYERS CANNOT DENY SOMEONE A JOB BECAUSE OF*:

- An arrest-only record
- A record for a dismissed or "nolle prossed" case
- A case where someone was acquitted at trial
- A criminal conviction that is not "substantially related" to the job someone is applying for

EMPLOYERS CAN DENY SOMEONE A JOB BECAUSE OF A CONVICTION IF*:

- The employer tells the applicant they are being denied because of a criminal conviction and provides their reasoning
- The reasoning explains why the conviction is "substantially related" to the job they applied for
- The employer allows the applicant to challenge the decision within five days of being denied
- The employer tells the applicant how to file a complaint

WHAT CAN I DO IF I THINK MY RIGHTS HAVE BEEN VIOLATED?

- File a complaint with the Illinois Department of Human Rights
- File a complaint with the Equal Employment Opportunity Commission

WHO CAN SEE MY CRIMINAL RECORDS?

- Unless a criminal record has been sealed or expunged, it is available to the public, including employers
- Employers who are legally required to run fingerprint background checks can also see sealed Felony convictions (not misdemeanors)
- These are usually employers who work with vulnerable populations, such as schools, hospitals and government agencies

CAN I ERASE MY CRIMINAL RECORDS?

- Many Illinois criminal records can be expunged (destroyed) or sealed (hidden from the public)
- Most non-conviction records (i.e. court supervision, dismissals) can be expunged
- Most conviction records can be sealed three years after the end of someone's most recent sentence

**Information provided by the Illinois Department of Human Rights*



PRAIRIE STATE
LEGAL SERVICES

CONTACT US

To apply for FREE legal advice and possible assistance with criminal records relief, call the PSLS office serving your county:

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