



## Employment Opportunity Act Complaint

### What is this form?

This is an official form to file a complaint under the Employment Opportunity Act with Colorado's [Division of Labor Standards and Statistics](http://www.ColoradoLaborLaw.gov).

### What is an Employment Opportunity Act complaint?

The Employment Opportunity Act (C.R.S. § 8-2-126) prevents employers from requesting or using credit information, such as credit reports, employment decisions for employees and job applicants unless the information is substantially related to the employee's current or potential job. An employer must disclose to an employee or applicant if it relies upon credit information to refuse to hire the applicant, to demote the employee, or to take any other adverse employment action. The [Division's Posting, Screening, and Transparency \("POST"\) Rules](http://www.ColoradoLaborLaw.gov) (7 CCR 1103-18) implement and enforce the requirements of the Employment Opportunity Act.

Use this form to report a violation of the Employment Opportunity Act and/or the corresponding POST Rules. For more detailed information on the Employment Opportunity Act requirements, please refer to the Division's [Job Postings and Hiring webpage](http://www.ColoradoLaborLaw.gov), the published guidance, [INFO #9, Hiring & Screening: What Employers Must Disclose, & Information They Must Not Ask or Use](http://www.ColoradoLaborLaw.gov), and the [Colorado Employment Opportunity Act Fact Sheet](http://www.ColoradoLaborLaw.gov).

### What if I have a different complaint or want to learn more about this law?

To demand a wage payment, file a wage complaint, or file complaints under the Equal Pay for Equal Work Act, visit the [Division's complaints page](http://www.ColoradoLaborLaw.gov). To learn more on Colorado labor law, visit the Division's [INFOs webpage](http://www.ColoradoLaborLaw.gov), or [labor statutes webpage](http://www.ColoradoLaborLaw.gov). For questions about this form, the complaint process, or other POST statutes, visit the [Division website](http://www.ColoradoLaborLaw.gov) ([coloradolaborlaw.gov](http://coloradolaborlaw.gov)) call 303-318-8441, or email [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us).

### Instructions and information for filling out this form:

Please answer all questions as completely as possible, and read all further instructions carefully.

**You may submit a complaint anonymously.** To do so, skip Section 1 and the signature.

**IMPORTANT:** If you wish to be anonymous - do **not** provide any identifying information.

☐

By checking this box, I agree that I have read the above and have been informed about the process for filing an Employment Opportunity Act complaint



## Section 1: Your Information

**IMPORTANT:** This form may be shared with the employer without removing identifying information in or attached to the form. To file anonymously, skip Section 1 and DO NOT PROVIDE ANY IDENTIFYING INFORMATION IN OR WITH THIS FORM.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Preferred Method of Contact: ☐ Mail ☐ Email ☐ Phone

## Section 2: Employer Information

Employer / business name(s)\*: \_\_\_\_\_

Employer website: \_\_\_\_\_

Address of employer / business: \_\_\_\_\_

Employer contact person name: \_\_\_\_\_

Job title of employer contact: \_\_\_\_\_

Phone number of employer contact: \_\_\_\_\_

Does the employer have four or more employees: ☐ YES ☐ NO ☐ UNSURE

\*Indicates a required question



## Section 3: Job Information

Complete the questions below about your current or former job or the job you applied for with the employer in Section 2:

Job title: \_\_\_\_\_

The job responsibilities and/or duties (if you have a copy of the job description, please submit it along with this complaint):

Your employment status with the employer:

☐

Still employed

☐

Resigned

☐

Fired

☐

Laid off

☐

Applied for, but did not get, the job

☐

Other (please explain): \_\_\_\_\_

## Section 4: Your Complaint - Credit Information Request

Did the employer or potential employer, as a condition of employment, ask you to agree to a credit check that includes details like your credit score, outstanding debts, payment history, or bank account details?

☐

YES

☐

NO

If **yes**, please explain below how the request was communicated, whether you consented to the credit check, whether you received a copy of your credit report from the employer, and any other relevant information.

More:



## Section 5: Your Complaint - Description of Employer's Actions

Did the employer rely on your credit information to take any of the following "adverse actions" (check all that apply):

- ☐ Deny your employment
- ☐ Demote you
- ☐ Reassign you to a position with lower compensation or a lower rank
- ☐ Deny you a promotion
- ☐ Other (please describe): \_\_\_\_\_

Did the employer tell you that the adverse action was based on your credit history? If so, please explain below how the employer communicated it to you (in writing or some other method) and what particular information the employer claimed to rely on to take the adverse action:

## Section 6: Documentation

Please provide the Division with documentation to support your complaint by submitting it along with this complaint form and providing a URL (web address) for any online content.

Supporting documentation may include a PDF, screenshot, copy, or photo of: a job description for the job you performed or applied for; any job application that includes questions about credit information; correspondence with the employer regarding your credit information; and any other relevant documentation.

If you provide a URL to support your complaint, you must also provide a printout or screenshot of the relevant information in the URL. If mailing the complaint, make a copy of the application and all documentation and mail it along with the form.



## Section 7: Additional Application Issues

To the extent your complaint concerns information included on a job application, do you have any other concerns with the job application that you wish to share with the Division?

☐ YES ☐ NO

If **no**, skip to the next section. If **yes**, please explain below.

**More:**



## Section 8: Signature

**IMPORTANT: If you are filing anonymously, DO NOT PROVIDE ANY IDENTIFYING INFORMATION IN OR WITH THIS FORM.**

**By signing and submitting this complaint, I acknowledge and agree to the following:**

- I have been notified and understand that any person providing false information to the Division in order to obtain and/or retain anything of value may be subject to criminal prosecution under the laws of the State of Colorado with possible penalties of imprisonment, fines, or both.
- I authorize the Division to investigate and assist in this matter.
- I understand that any information supplied to the Division — including this form and attached documents — may be provided to the employer/principal, the agents of the employer/principal involved in the dispute, and other agencies or individuals as the Division deems appropriate.
- I understand that the Division does not guarantee a resolution to this dispute and that it may be necessary to pursue the matter further through other methods.
- I understand that if I move, get a new phone number, or have other changes to my contact information, I must let the Division know right away. If I do not update my information, and the Division cannot contact me, my complaint may be dismissed.
- I declare under penalty of perjury § 18-8-501, et seq., C.R.S. that the information provided is true and correct.

Signature: (If **Anonymous**, leave blank)

Date



**COLORADO**  
Department of  
Labor and Employment

Division of Labor Standards and Statistics  
707 17th St Denver, CO 80202 | 303-318-3441  
[www.ColoradoLaborLaw.gov](http://www.ColoradoLaborLaw.gov) | [www.LeyesLaboralesDeColorado.gov](http://www.LeyesLaboralesDeColorado.gov)

## What to Expect Next

Thank you for filing an Employment Opportunity Act complaint with the Colorado Division of Labor Standards and Statistics.

Please send the complaint form with accompany documents via mail, fax, or email to:

Colorado Division of Labor Standards and Statistics

707 17th Street Suite 2400

Denver, CO 80202

Fax: (303) 318-8400

Email: [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us)

Please direct general inquiries to our call center 303-318-8441 or 1-888-390-7936 (toll free). The Call Center hours of operation are Monday through Friday 9:00am to 12:00pm and Mondays, Wednesdays, and Fridays from 1:00pm-3:30pm. You may also visit our website at [www.coloradolaborlaw.gov](http://www.coloradolaborlaw.gov) or email us at [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us).