

PRE-ADVERSE ACTION DISCLOSURE

Date letter generated

Applicant Name
Applicant Address

Dear Applicant Name

In connection with your application for employment with _____(Company Name), you authorized the _____(Company) to perform a background check, by using the outside agency, Orca Information, Inc. You may contact Orca at: P.O. Box 277, Anacortes, WA 98221, 800-341-0022.

We are currently in the process of reviewing the investigative consumer report(s) we received and may decide to eliminate you from further consideration for employment based, in whole or in part, on the information contained in the report(s). Enclosed is a copy of the investigative consumer report, together with "A Summary of Your Rights Under the Fair Credit Reporting Act" as required by federal law.

The Company's policy is to give an applicant 5 business days to review the information contained in the report and respond. If, after reviewing the report(s), (1) you believe that information contained in the report(s) is inaccurate and/or (2) you want to know what information in the report(s) falls outside of our employment selection guidelines, we ask that you contact us directly within 5 business days. Otherwise we will assume that you no longer wish to pursue employment with the Company.

Best Regards,

Client Name