

SAMPLE PRE-ADVERSE ACTION LETTER

Dear :

We recently made you aware that as part of our employment (including, as applicable, independent contractor assignment) eligibility process, _____ (Company) obtains consumer reports (commonly referred to as “background reports”). These background reports assist us in evaluating individuals for employment or independent contractor assignment.

Pursuant to your authorization and for purposes of evaluating your eligibility for employment or independent contractor assignment, Company obtained a background report about you from Global Screening Solutions, Inc. (Global Screening Solutions). We are enclosing a copy of the background report that Global Screening Solutions prepared for Company. We are also enclosing a summary of your rights under the Fair Credit Reporting Act (FCRA).

Based on a review of the results of your background report and Company’s eligibility criteria, we are notifying you that there is information in your background report that **may** result in Company deciding not to offer you (or, as applicable, retain your) employment or an independent contractor assignment. Please carefully review the results of your background report, and contact Global Screening Solutions at www.global-screeningsolutions.com or at the telephone number or email address provided below if you believe that anything in your report is inaccurate or incomplete, in which case Global Screening Solutions will investigate your dispute in accordance with the FCRA. We also ask that you let Company know directly if you believe that anything in your report is inaccurate or incomplete so that this can be taken into consideration, as appropriate, in connection with Company’s eligibility determination.

To afford you an opportunity to review your background report and initiate a dispute investigation with Global Screening Solutions regarding any information in the report (for example, if you believe any information in your report is inaccurate or incomplete), Company will not make a final decision on your employment or independent contractor assignment for at least five (5) business days from the date of this letter (unless a longer period is required by applicable law). If you do initiate a dispute with Global Screening Solutions, please also let Company know promptly that you have initiated such a dispute and the specific information that you have disputed.

Thank you again for considering employment or an independent contractor assignment with Company. If you have questions about Company's employment or independent contractor assignment eligibility criteria, please contact us directly.

Sincerely,

Sample

Name of Consumer Reporting Agency:

Global Screening Solutions, Inc.

4833 Front St. Unit B 448

Castle Rock, CO 80104

Phone: 866-454-2325

Fax: 866-728-7784

E-mail: customerservice@Global-ScreeningSolutions.com

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