

*DISCLAIMER: This Pre-Adverse Action Disclosure document is intended for instructional purposes only and is not intended as legal advice. We recommend you consult with an attorney to review this document to ensure your compliance with the applicable state laws related to background screening and consumer notices and disclosures.*

**Client name**

## **PRE-ADVERSE ACTION DISCLOSURE**

**Date**

**Applicant Name**

**Applicant Address**

Dear **Applicant**:

This letter is to notify you that **(Company/Client Name)** may be unable to make you an offer of employment based on our hiring criteria. There is information in the report we received which, if accurate, would prevent us from offering you employment at this time.

Attached is a copy of this report and a copy of your rights under the Fair Credit Reporting Act. If, after reviewing the report, (1) you believe that information contained in it is inaccurate and/or (2) you want to know what information in the report falls outside of our company guidelines, we ask that you contact us directly within five days of receipt of this letter. Otherwise we will assume that you no longer wish to pursue employment with us.

This report was furnished by Protect My Ministry, 14499 N. Dale Mabry Hwy., Ste. 201 Tampa, FL 33618, 1-800-319-5581. [www.protectmyministry.com](http://www.protectmyministry.com) Please understand that while Protect My Ministry provided the report, they did not make this decision, and they are unable to provide you the specific reasons why **(Company/Client Name)** made this decision.

You have the right to dispute the accuracy or completeness of any information contained in such reports by contacting Protect My Ministry. They will reinvestigate the disputed information free of charge and either record the current status of the disputed information or delete the item(s) within 30 days of receiving your dispute. If the information is found to be inaccurate or incomplete or cannot be verified, they will promptly delete that item or modify it. You will be asked to provide proper identification before any information will be released to you from Protect My Ministry.

Sincerely,

xxxxxxx

**Human Resources Director**

Enclosures: Summary of Your Rights Under the Fair Credit Reporting Act