

**SAMPLE**

**Pre-Adverse Action Notice**

<Month, dd, year>

Dear, <Applicant's Name>

When you applied for the <Job Title position - Job Number, in the Department Name> at the \_\_\_\_\_, you consented to an independent investigation conducted by a consumer-reporting agency. This investigation may have included obtaining information covering up to the last seven (7) years regarding, among other items, your references, character, past employment, work habits, education, general reputation, personal characteristics, judgment and liens, subject to state law. The investigation also may have included obtaining information relating to criminal convictions without any time limitations, subject to state law.

\_\_\_\_\_ contracted with CICS Employment Services Inc., whose address and telephone number are: PO Box 57 Myrtle Point, OR 97458, Phone # 1-800-660-0507

CICS Employment Services Inc. has reported to us the following information:  
[Insert disqualifying information]

Based on this information, you would not be extended an offer of employment. CICS Employment Services INC. has not made this decision and is not able to explain why the decision was made.

\_\_\_\_\_ is enclosing a copy of the report and a copy of your rights under the federal Fair Credit Reporting Act. You have the right to obtain a free copy of your file from CICS Employment Services Inc. if you request the report within 60 days. You also have the right to dispute directly with CICS Employment Services Inc. the accuracy or completeness of any information provided by it.

If you believe the information listed above is not accurate, please contact [insert name, telephone number of contact] within five business days of receipt of this letter. We will not make a final decision regarding your application until [insert date]. This will give you an opportunity to contact us if you want to dispute the report submitted by CICS Employment Services Inc.  
Sincerely,

<Your Company's Signature>

*Enclosures: Report, Summary of Your Rights Under the Fair Credit Reporting Act.*