

ADVERSE ACTION NOTICE

Dear _____:

This letter shall serve to notify you that after careful consideration, we have determined not to offer you employment. This decision was based, in whole or in part, on information contained in a criminal background check/credit report (consumer report) obtained with your written authorization and consent.

The consumer report was compiled, prepared and provided by:

Castle Branch
888-723-4263

Castle Branch did not make any decision or participate in making any decision concerning your employment and cannot provide you with reasons for this decision. You do however have the right to contact Castle Branch to dispute the accuracy or completeness of any information or data contained in the consumer report. Although you have already received a copy of the consumer report and as summary of rights with the pre-adverse action notice, you have the right, upon providing proper identification, to obtain from Castle Branch an additional free copy of the consumer report provided to the University in connection with your application for employment. You must make this request to the consumer reporting agency within sixty (60) days.

Sincerely,