

Adverse Action Notice For Candidates

DATE

**Personal &
Confidential**

Name
Address
City, State Zip

Dear

We are writing to inform you that we are unable to consider you for the position you applied for with our company and if we made a conditional offer, it has now been rescinded. As part of the process to consider you for this position, SafestHires, Inc., a consumer reporting agency, provided us with a background report on you. Our decision to take this action was based in whole or in part on information contained in the background report. SafestHires, Inc. is located at 6841 Virginia Pkwy, McKinney, TX 75071, and can be reached at 1-800-588-1774.

SafestHires, Inc. did not make the decision and cannot provide you with information about it. You, nevertheless, have a right to contact SafestHires, Inc. at any time to dispute any information in the background report that is inaccurate or incomplete.

You have 60 days from the date you receive this notice to request additional free copies of any such reports from SafestHires. If you live in California, you also have the right to file a complaint with the California Department of Fair Employment and Housing (DFEH). You can find more information about filing a complaint with DFEH here: <https://www.dfeh.ca.gov/complaint-process/file-a-complaint/>.

Thank you for your interest in our Company.

Sincerely,

Enclosures:

Massachusetts Consumer Rights Information

MASSACHUSETTS CONSUMER RIGHTS INFORMATION

You have the right to obtain a free copy of your consumer report within 60 days from the consumer reporting agency which has been identified by the Company. The consumer reporting agency must provide someone to help you interpret the information on your consumer report. Each calendar year you are entitled to receive, upon request, one free consumer report.

You have the right to dispute inaccurate information by contacting the consumer reporting agency directly. If you have notified a consumer reporting agency in writing that you dispute the accuracy of information in your file, the agency must then, within 30 business days, reinvestigate and modify or remove inaccurate information. The consumer reporting agency may not charge a fee for this service.

If reinvestigation does not resolve the dispute to your satisfaction, you may send a statement to the consumer reporting agency, to be kept in your file, explaining why you think the record is inaccurate. The consumer reporting agency must include your statement about the disputed information in a report it issues about you.