

[Parish or School Letterhead]

[date]

[name of applicant]

[address of applicant]

Re: Adverse Action Notification

Dear [title] [last name of applicant]

Your background check has been reviewed regarding your job application for [title of job applied for]. The review has identified some concerns that influenced your hiring as stated in the Pre-Adverse Action Notification sent to you on [date].

A copy of the report we received from ESR has been sent to you along with a "Summary of Your Rights Under the Fair Credit Reporting Act." Any correspondence that you have sent to us has been reviewed. Based on the information we have obtained from the report and your correspondence to us, your application is no longer being considered.

The name, address, and phone number of the company that sold the report:

Employment Screening Resources (ESR)
7110 Redwood Blvd., Suite C, Novato, CA 94945
888-999-4474.

This decision was based on our review of the required criteria for the role being pursued. The company selling the report did not make the hiring decision and cannot give specific reasons for the decision. You have the right to dispute the accuracy or completeness of the report and to get an additional free report from the reporting company within 60 days directly from ESR.

If you have any questions about this process, please contact me at your earliest convenience. Thank you for your application.

[closing]

[pastor or principal's signature]

[pastor or principal's printed/typed name]

[title]