

PRE-ADVERSE ACTION NOTICE

Dear _____:

Pursuant to the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq., the University is required to notify you of its intent to take adverse action based in whole or in part on the criminal background check/credit report (consumer report) it has obtained for consideration of your application for employment. Adverse action means that the University intends to take no further action on your application.

A copy of the consumer report and a summary of your rights under the above Act are enclosed with this letter. No adverse action will be taken before _____. If you wish to discuss this matter, you can contact the Office of Human Resources, 220 HFR Administration Building, Cullowhee, NC 28723. The telephone number is 828-227-7218.

Sincerely,

Enclosures: Consumer Report
 Summary of Rights