

## Background Check Pre-Adverse Action Notice

First Presbyterian Church of Conroe  
2727 N. Loop 336 West  
Conroe, Texas 77304  
[DATE]

[FULL NAME & ADDRESS OF PERSON OFFER IS BEING MADE TO]

Dear [NAME OF CANDIDATE]:

This notice is to inform you that information obtained in your background check has screened you as being in danger of not satisfactorily passing the First Presbyterian Church of Conroe's (FPCC's) requirements for employment in the position of [ENTER POSITION TITLE].

The reason for this concern is: [STATE THE AREA WHERE THE INDIVIDUAL DID NOT PASS THE SCREEN]

The source of the background check information is:  
[ENTER BACKGROUND CHECK SOURCE, ADDRESS, CONTACT INFORMATION,  
INCLUDING PHONE NUMBER].

Please understand that the background information source is not responsible for making the hiring decision, or for accepting or rejecting your candidacy for the position. This source is only responsible for providing the information that has been requested from it.

If you wish to contest the information and provide an explanation, the First Presbyterian Church provides you with an opportunity to demonstrate that you should not be excluded from employment in this position due to your particular circumstances. FPCC will then consider whether the additional information provided by you warrants an exception to the exclusion.

**IMPORTANT: To take advantage of the above offer, you must call Donna Senecal, Church Administrator, at (936) 756-8884 within seven (7) business days of the date of this notice. If you fail to do this, a final decision regarding your employment in this position will be made according to our policies within seven (7) business days of the day this notice is dated above. If you have scheduled a timely meeting or provided additional information, a final decision will be made within not more than seven (7) business days from that meeting or timely receipt of additional information from you.**

Attached to this notice is a summary of consumer rights under the Fair Credit Reporting Act.  
Sincerely,

[FULL NAME OF BACKGROUND CHECK ADMINISTRATOR]  
[TITLE & TELEPHONE]

Enclosures: *FCRA Rights Summary, Copy of Report with Issues*