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Re: PRE-ADVERSE ACTION NOTICE

Dear \_\_\_\_\_,

We are required to inform you that you may be denied the position you are seeking with our organization based in whole or in part on information received in a consumer report from the following consumer reporting agency:

**Creative Services, Inc. (CSI)**

64 Pratt Street

Mansfield, Massachusetts 02048-1927

(800) 536-0093 / (508) 339-5451

Please be advised, as may be applicable, \_\_\_\_\_  
is contemplating taking this adverse action due to the following criminal history information  
contained in your consumer report:

Alternatively, there may be other reasons within the consumer report why  
\_\_\_\_\_ is contemplating adverse action.

Please use the link provided to obtain a copy of your consumer report which includes "A Summary of Your Rights Under the Fair Credit Reporting Act."

If you wish to dispute any information in the report or submit a supplemental explanatory statement, please contact CSI directly within 5 business days from the date of this letter (see contact information above).

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**ILLINOIS NOTICE:** Applicants/Employees have a right to respond to the notice of the employer's preliminary decision before that decision becomes final. Applicants/Employees have up to five (5) business days to submit evidence challenging the accuracy of the conviction record that is the basis for the disqualification, or evidence in mitigation, such as rehabilitation. Applicants/Employees have the right to file a charge of discrimination with the Illinois Department of Human Rights.

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**Massachusetts applicants or employees only (this section applies only if the report referenced above is a credit report):** You have the right to obtain a free copy of your credit report within sixty days from the consumer credit reporting agency which has been identified on this notice. The consumer credit reporting agency must provide someone to help you interpret the information on your credit 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 credit reporting agency directly. If you have notified a consumer credit reporting agency in writing that you dispute the accuracy of information in your file, the agency must then, within thirty business days, reinvestigate and modify or remove inaccurate information. The consumer credit reporting agency may not charge a fee for this service. If reinvestigation does not resolve the dispute to your satisfaction, you may send a letter to the consumer credit reporting agency, to be kept in your file, explaining why you think the record is inaccurate. The consumer credit reporting agency must include your statement about the disputed information in a report it issues about you.

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**California applicants or employees only (this section applies only if the report referenced above is a credit report):**

You have the right to obtain a free copy of your credit report within 60 days from the consumer credit reporting agency which has been identified on this notice and from any other consumer credit reporting agency which compiles and maintains files on consumers on a nationwide basis. Under California law, you also have the right to dispute with the consumer reporting agency the accuracy or completeness of any information in the report.

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**San Diego County Applicants or Employees:** As prohibited by Local and California law, the employer has NOT considered any of the following: Arrest(s) not followed by conviction; Participation in a pretrial or posttrial diversion program; or Convictions that have been sealed, dismissed, expunged, or pardoned.

Your Right to Respond: The conditional job you were offered will remain available for five business days so that you may respond to this letter before our decision to revoke the job offer becomes final. Within 5 business days\* from when you first receive this notice, you may send us:

- a. Evidence of rehabilitation or mitigating circumstances
- b. Information challenging the accuracy of the conviction history listed above. If, within 5 business days, you notify us that you are challenging the accuracy of the attached conviction history report, you shall have another 5 business days to respond to this notice with evidence of inaccuracy.

Please send any additional information you would like to be considered to the contact information at the top of this letter.

We are required to review the information you submit and make another individualized assessment of whether to hire you or revoke the job offer. We will notify you in writing if we make a final decision to revoke the job offer.

If you believe your rights under the California Fair Chance Act or the San Diego County Fair Chance Ordinance have been violated during this job application process, you have the right to file a complaint with the California Civil Rights Department (CRD) and/or the San Diego County Office of Labor Standards and Enforcement (OLSE). There are several ways to file a complaint:

California CRD: (1) File a complaint online at the following link: [ccrs.calcivilrights.ca.gov/s/](https://ccrs.calcivilrights.ca.gov/s/); (2) Download an intake form at the following link: [calcivilrights.ca.gov/complaintprocess/filebymail/](https://calcivilrights.ca.gov/complaintprocess/filebymail/) and email it to [contact.center@calcivilrights.gov](mailto:contact.center@calcivilrights.gov) or mail it to 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758; (3) Visit a CRD office. Click the following link for office locations: [calcivilrights.ca.gov/locations/](https://calcivilrights.ca.gov/locations/); or (4) Call California CRD at (800) 884-1684

San Diego County OLSE: (1) File a complaint online at the following link: [www.sandiegocounty.gov/content/sdc/OLSE/file-a-complaint.html](https://www.sandiegocounty.gov/content/sdc/OLSE/file-a-complaint.html); (2) Visit San Diego County's Office of Labor Standards and Enforcement's office at 1600 Pacific Highway, Room 452, San Diego, CA 92101; or (3) Call San Diego County OLSE at 619-531-5129

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Sincerely,

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Human Resources

**Enclosures:**

Copy of your consumer report

A Summary of Your Rights Under the Fair Credit Reporting Act