



NOTICE OF PRE-DISQUALIFICATION

DATE:
TO:
FROM:

You recently received a contingent offer of employment with the County of Sacramento, _____
_____ {Department}. Based in whole or in part on information contained in a
report provided by an independent third party agency (attached), the County has determined that
it will not select you for employment. We have made our decision regarding your application
based on the information provided by the following reporting agency:

{Agency name}
{Agency address}
{Agency City, state, zip}
{Agency phone number and Fax number}
{Agency web address}

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Please be advised:

If you believe any information provided by the above listed agency or agencies related to your
background is incorrect, you have the right to dispute its accuracy with the appropriate agency,
and provide to us a statement describing your position.

You have ten (10) business days from the receipt of this pre-disqualification letter to respond to
disputed information from the third-party reporting agency. Your written response for
reconsideration must be based on your belief that the record(s) in question is incorrect or
incorrectly attributed to you or that the information correctly attributed to you should not be a
barrier to employment. You can send your written request for a secondary review to:

{Recipient Name}
{Recipient address}
{Recipient City, state, zip}

Your written request for reconsideration will be reviewed by the Director of Personnel Services.
The Director of Personnel Services will send you written information on the final disposition
within ten (10) business days after receipt of your request for reconsideration.

We appreciate your interest in employment opportunities with the County of Sacramento and
wish you the best of luck in your career pursuits.