

**SAFE SANCTUARIES  
NOTICE OF UNFAVORABLE BACKGROUND CHECK**

Date: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

As you authorized in your employment/volunteer application, the \_\_\_\_\_ United Methodist Church has recently completed a background check as part of our application process. The purpose of this letter is to inform you that there is information in the report we received that, if accurate, would prevent us from offering you employment, or allowing you to volunteer, at this time. A copy of this report is enclosed.

If, after reviewing the report, (1) you believe that the information contained is inaccurate, and/or (2) you want to know what information in the report falls outside of the acceptable guidelines, we ask that you contact us within five business days. The contact information is included below. Otherwise, we will assume that you no longer wish to pursue employment/volunteerism with us.

This report was furnished to us by the \_\_\_\_\_ company. Please understand that while \_\_\_\_\_ provided the report, they did not make the decision, and they are unable to provide you the specific reasons why the congregation made this decision. Under the law, you have the right to dispute directly with \_\_\_\_\_ any information in this report.

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact numbers: \_\_\_\_\_