**PRE-ADVERSE ACTION NOTIFICATION FOR NEW YORK STATE EMPLOYEES ONLY**

Dear <FirstName>:  
  
You recently authorized Cornell University to obtain consumer reports and/or investigative consumer reports about you from a consumer reporting agency. The university is considering taking action based, in whole or in part, on the following information in such report(s):   
  
**@REASON\_FOR\_DISQUALIFICATION@** 

**Additional comments with the specific charges and rationale for potential disqualification for Illinois Applicants/Employees. Additional information to applicants as needed in this section. These comments will appear on both the pre and final adverse action notices.**

Enclosed please find (1) a copy of the report we obtained from **Sterling**; (2) A Summary of Your Rights Under the Fair Credit Reporting Act, and (3) any applicable state documents/summary of rights. If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e., the source of the information contained in the report), you should contact Sterling at:

**4511 Rockside Rd., 4th Floor  
Independence, OH 44131  
Phone: 888.889.5248  
Email:** [**dispute.resolution@sterlingcheck.com**](mailto:dispute.resolution@sterlingcheck.com) **Website:** [**www.sterlingcheck.com**](http://www.sterlingcheck.com)

We will evaluate the information in your report in accordance with applicable law. If you believe that there is additional information that may help us better evaluate your fitness for this position, including evidence of inaccuracy, rehabilitation or mitigating circumstances, please promptly contact Cornell Universityby calling or emailing the contact information on this letter.   
  
If we do not hear from you within **@DAYS\_BETWEEN\_PRE\_FINAL\_AA@**, we will make our hiring determination based on the information currently available to us.   
  
**California Applicants/Employees Only**: If you advise us within the next 5 business days that the criminal record information is inaccurate and that you are obtaining supporting documentation, you will be given an additional 5 business days to provide us with that information.   
  
**Los Angeles Applicants/Employees Only:** If we receive additional information from you within the next 5 business days, we will reassess your case. You will be notified of our final decision and provided with a copy of our written assessment.

**Illinois Applicants/Employees Only*:*** Please be advised that any criminal history item(s) identified above may, in whole or in part, result in action because the records are substantially job related and/or present an unreasonable risk to property, safety or welfare of specific individuals or the general public.

In the event that an adverse employment action is taken based upon information contained in the pre-employment background screen, Cornell University will provide you notice of such action.   
  
Sincerely,   
  
**@sign**   
  
**Enclosures:**   
A Summary of Your Rights Under the FCRA   
Consumer Report   
As applicable, the below documents may be included:   
A Summary of Your Rights Under California Law  
A Summary of Your Rights Under Massachusetts Law  
Article 23-A of the New York Correction Law   
A Summary of Your Rights Under New Jersey Law   
A Summary of Your Rights Under Washington Law  
A Summary of Your Rights Under Wisconsin Law

**ADVERSE ACTION NOTIFICATION FOR NEW YORK STATE EMPLOYEES ONLY**

Dear<FirstName>:   
  
We write to inform you that Cornell University is unable to offer you employment or has decided not to offer you a promotion.   
  
This decision was based, in whole or in part, on information contained in a consumer report and/or investigative consumer report, including the following specific criminal history items contained in the report:   
  
**@REASON\_FOR\_DISQUALIFICATION@**

**Additional comments with the specific charges and rationale for potential disqualification for Illinois Applicants/Employees. Additional information to applicants as needed in this section. These comments will appear on both the pre and final adverse action notices.**

A copy of this report was previously given to you. The agency that provided the report is:

**Sterling  
4511 Rockside Rd., 4th Floor  
Independence, OH 44131  
Phone: 888.889.5248  
Email:** [**dispute.resolution@sterlingcheck.com**](mailto:dispute.resolution@sterlingcheck.com) **Website:** [**www.sterlingcheck.com**](http://www.sterlingcheck.com)Sterling did not make this employment decision and is unable to supply you with specific reasons why the decision was made. You have the right to obtain a free copy of the report if you submit a written request to the agency identified above no later than 60 days after you receive this notice. You also have the right to dispute the accuracy or completeness of any information in the report by contacting Sterling above directly.

**Illinois Applicants/Employees Only:** The criminal history item(s) identified above resulted in the university being unable to offer you employment or promotion because the record(s) are either (1) substantially job related; and/or (2) present an unreasonable risk to property or safety/welfare of specific individuals or the general public.

You may request reconsideration of the university’s decision and/or provide additional information that you believe may be relevant to the university’s decision by contacting the university directly. Please also be advised that you have the right to file a charge with the Illinois Department of Human Rights.

**Philadelphia Applicants/Employees Only:** You have 10 business days to provide information to concerning the accuracy of the criminal history information in your consumer report or additional information you wish the university to consider. The university will consider all additional information provided by you.   
  
**Massachusetts Applicants/Employees only:** 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.   
  
**California Applicants/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.   
  
**California Applicants/Employees only (this section applies only if the adverse decision is based on criminal history information):** The university's procedure for you to challenge or request that we reconsider our decision is to contact the university. You have a right to file a complaint with the California Department of Fair Employment and Housing.   
  
Sincerely,   
  
**@sign**   
  
**Enclosures:**   
A Summary of Your Rights Under the FCRA   
As applicable, the below documents may be included:   
A Summary of Your Rights Under California Law  
A Summary of Your Rights Under Massachusetts Law  
Article 23-A of the New York Correction Law   
A Summary of Your Rights Under New Jersey Law   
A Summary of Your Rights Under Washington Law  
A Summary of Your Rights Under Wisconsin Law