

PULASKI COUNTY GOVERNMENT PRE-ADVERSE ACTION LETTER

Date: _____

Name: _____

Address: _____

You recently applied for the position of _____ in the _____ Department of Pulaski County Government. You were offered this position contingent upon satisfactory results of an Arkansas State Police criminal background check authorized by you. Enclosed please find a copy of the background check report.

This notification is provided because Pulaski County may make an adverse employment decision that may be based on this report. You are hereby being informed of certain information pursuant to the Pulaski County Personnel Policy which is available online at http://pulaskicounty.net/wp-content/uploads/2015/07/Employee-Policy-Uploaded-4_11_16.pdf. You may also request a copy of this policy from our Human Resources Department. They may be contacted by email at humanresources@pulaskicounty.net or telephone at (501) 340-6110.

If you feel this State Police background report is incorrect or in error, you should contact the Arkansas State Police at (501) 618-8500 or info@asp.state.ar.us, pursuant to A.C.A. § 12-12-1013. The Arkansas State Police only provided Pulaski County with the background check and plays no part in the decision to take any action regarding employment. Therefore, they are not able to explain specific reason(s) for any employment related decisions to be made.

If you wish to submit additional information for consideration such as proof of rehabilitation or proof of error, pursuant to the Pulaski County Personnel Policy, you may send this information to

All information must be received at the above address within seven (7) calendar days from the date of this letter. If no additional information is received during this time, Pulaski County may exclude you from further consideration for employment. Please include a copy of this letter with your additional information submittal. We will notify you of our final decision within seven (7) calendar days of the receipt of your submittal. Thank you for your interest in employment with Pulaski County Government.