

Model Tool: Pre-Employment Screening Notification

Why you need this notification:

Collecting information about job applicants from social media websites like Facebook can get you into legal hot water. That's because the information you collect may be considered protected, personal information to the extent applicants can show they had a reasonable expectation of privacy in the material.

How this notification helps you:

It's much harder for job applicants to claim they had a reasonable privacy expectation if you notify them in advance that you intend to collect the information.

How to use this notification:

If you do choose to look at social media sites during pre-employment screening, you should add a notification like this one to your employment application form.

THIS TOOL AND HUNDREDS MORE AVAILABLE AT: [HTTP://WWW.LAWOFFICEMGR.COM](http://www.lawofficemgr.com)

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ABC Law Firm Notification to Applicants of Pre-Employment Screening

Thank you for applying for employment with us. Please understand that ABC Law Firm reserves the right to collect information about you that's relevant to your application and qualifications from publicly available internet sources, including the following social networking sites: [List the sites you intend to check.]

Such checks will be performed by designated ABC Law Firm personnel only after an offer of employment has been made. The information ABC Law Firm obtains from this background check will be used to verify that you do indeed possess the professional qualifications and personal background that prompted ABC to make you the offer of employment.

ABC Law Firm is an equal opportunity employer and your application will be processed without regard to your race, religion, ethnicity, national origin, family status, sex, disability, sexual preference or other personal characteristics protected by employment discrimination laws.

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