

NORTH DAKOTA STATE UNIVERSITY
CRIMINAL RECORD DISCLOSURE FORM

Please click [here](#) for more information and instructions.

1. Within the past ten (10) years, have you pled guilty (or no contest) to or been otherwise convicted of a felony in any court? Yes No

2. Within the past five (5) years, have you pled guilty (or no contest) to or been otherwise convicted of a misdemeanor involving a crime of violence or theft in any court? “Crime of violence” means an offense in which physical force was either used, attempted or threatened against the person or property of another; or if by the nature of the offense it involves a substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, arson, assault, burglary, homicide, robbery and sex offenses. Yes No

3. If you are not sure whether the conviction was a felony or misdemeanor, or the conviction was in a foreign court which does not make this distinction, have you had any conviction within the past ten (10) years. Yes No

If yes, please explain.

4. If you answered “yes” to any of the above questions, state the month and year of the conviction and the court. You may also explain the circumstances, but are not required to do so. “Convicted” also includes deferred imposition of sentences unless you subsequently were allowed to withdraw a guilty plea, and there is no record of a conviction as a result.

EXPLANATION (Optional) Continue on next page if necessary. Please do not use any victim names.

Please submit this completed and signed form to the chair of the hiring department as soon as possible. No offer of employment can be made unless this form has been received. You may submit the form by fax.

Name	Date	Position for which you applied
Print Name		Department/Unit

Page 2 - Additional Explanation Page, if necessary: