

Criminal Records Disclosure

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

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 threat of violence 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: abuse, arson, assault (including sexual assault or domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment.
 No Yes

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?
 No Yes If yes, please explain: _____

4. Are you currently or have you ever been required to register as a sex offender in any state?
 No Yes

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: Attach an additional page if necessary. Do not use any victim names.

Please submit this completed and signed form to the chair of the hiring department as soon as possible. The hiring departments should ensure the original signed form is forwarded to the Office of Human Resources with all other hiring forms.

By typing my name below I am electronically signing this Criminal Disclosure form.

Printed Name Date

Position Title (VS/VR) Department/Unit

Information on Criminal Record Disclosure

Before receiving an offer of employment, potential employees at North Dakota State University are required to sign the Criminal Record Disclosure Form notifying NDSU of certain criminal convictions. A "yes" answer will not necessarily mean an offer will not be made. State law, N.D.C.C. § 12.1-33-02, provides that one convicted of a felony (and, therefore, by implication, a misdemeanor also) does not automatically forfeit a right to be considered for public employment.

Convictions in any court (federal, state, county, municipal, or foreign) need to be disclosed. Only misdemeanors involving a crime of violence or threat of violence need to be disclosed. However, NDSU may inquire into and verify any other misdemeanors deemed relevant to the position. Furthermore, if you answer "yes," you will be entitled to explain the circumstances surrounding your answer. NDSU will then determine whether the conviction has any job relevance and will determine whether to offer you the position. An untrue answer could be used as a basis for subsequent termination from employment.

You are further advised that this form will be kept as a part of your official personnel file. Under the North Dakota Open Records Law, anyone could inspect this form and your answer, so no promise can be made to you of its confidentiality.

If you have any questions concerning the use of this form, you can contact the Director of Human Resources.