

NORTH DAKOTA STATE UNIVERSITY

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. Infractions (such as speeding tickets) need not be disclosed. Only misdemeanors involving a crime of violence or theft 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 or the Equity and Diversity Officer.