

Criminal Records Check Information Sheet Montana State University - Northern

Have you ever been convicted of a crime other than a minor traffic violation? (*A yes answer is not an automatic bar to employment.*)

Yes

No

If your answer to the above question is “yes,” explain fully below or on a separate sheet of paper, specifying the nature of the offense(s), the date(s) it/they occurred, and the sentence(s) imposed. This disclosure must be made irrespective of whether you served a sentence and had your civil rights restored.

MSU-Northern may conduct a criminal history records check on any applicant. The university will not employ persons whose criminal and employment history suggests they may pose a significant risk to students, faculty, staff or university property.

I hereby authorize MSU-Northern, its employees or contractors to receive any public or confidential criminal record information that may be in the files of any state or local criminal justice agency. I hereby release MSU-Northern and any agency or person supplying any information to MSU-Northern from any liability for defamation, invasion of privacy or other claim in connection with any information provided during the hiring process. I am aware that failure to provide any required information or falsification or misrepresentation of this information is grounds for dismissal or disqualification from employment with MSU-Northern.

Signature

Date