

**Criminal Records Check Information Sheet
Montana State University Extension Service**

Have you ever been convicted of a crime other than a minor traffic violation?

Yes _____ No _____

Have you ever been named as a perpetrator in a substantiated report of child abuse or neglect?

Yes _____ No _____

Have you ever been convicted of a crime involving harm to children or physical or sexual violence?

Yes _____ No _____

If your answer to any of the above questions 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 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 youth, faculty, staff or university property.

I hereby authorize MSU, 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 and any agency or person supplying any information to MSU from any liability for defamation, invasion of privacy or other claim in connection with any information provided during the hiring process.

I understand that any misrepresentations or omissions of material facts in my application may be cause for immediate dismissal.

Signature

Date

Printed Name