

Pre-Employment Background Check Self – Disclosure Form

In accordance with MSU [policy](#), a pre-employment background check may be conducted on all applicants offered a faculty, professional or classified position and/or others being hired into safety or security sensitive positions. 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.

This required form will be used for the purpose of verifying your disclosed background information is representative of the results obtained through the pre-employment background check we conduct. Your indication of a criminal offense(s) is not an automatic bar to employment; information disclosed will be reviewed to determine the relevance of the offense to the position with all relevant information taken into consideration.

Have you ever been convicted of a crime other than a minor traffic violation? YES* NO

IF “YES”, PLEASE PLACE AN “x” NEXT TO ANY OFFENSE(S) YOU HAVE COMMITTED.

Crimes Against Persons

- Homicide
- Assault, Aggravated
- Assault, Simple
- Domestic Abuse
- Rape
- Sex Offense
- Family Offense, Nonviolent
- Other, please specify:

Crimes Against Property

- Robbery
- Burglary/Breaking and Entering
- Larceny/Theft
- Arson
- Forgery/Counterfeiting
- Fraud
- Embezzlement
- Stolen Property Offense
- Motor Vehicle Theft
- Vandalism of Property/Criminal Mischief
- Other, please specify:

Crimes Against Society

- Driving Under the Influence
- Weapon Law Violation
- Prostitution Offense
- Drug/Narcotic Offense
- Gambling
- Family Offense, Nonviolent
- Liquor Law Violation
- Disorderly Conduct
- Curfew/Loitering/Ungovernable
- Other, please specify:

Please provide a specific explanation here or on a separate sheet of paper, including the date, location and specifics of the offense(s). This disclosure must be made whether you served a sentence and had your civil rights restored.

I hereby consent to the release by any agency or person supplying any information to MSU in connection with any information provided during the hiring process. I am aware failure to disclose criminal convictions requested prior to the pre-employment background check may result in disqualification for employment or termination of employment with Montana State University.

Signature

Print Full Name

Date

AN: XXXXX

Position Title; Department

Please return the completed Authorization for Background Investigation form and this completed Self – Disclosure form, with original signatures, to:

Human Resources
1500 University Drive
Billings, MT 59101
Fax: (406) 657-2120
Questions: (406) 657-2278

Rev. 05/2017