

## Mayville State University Employee Criminal History Background Checks

1. All applications for employment at Mayville State University, full-time or part-time, and including student applications, must include a signed *Criminal History Disclosure Form*. Any offer of employment is contingent upon the return, review, and verification of the signed form.
2. Formal criminal background checks will be conducted on selected candidates as set forth in NDUS procedure 602.3. Specific positions that will require a formal criminal background check prior to employment on our campus include, but are not limited to: security guards, custodians, resident assistants, coaches, child care providers, counselors and lifeguards. In addition, any position where responsibilities include carrying a campus master key and/or direct interactions with children will be subject to a formal criminal background check.
3. A criminal background check may be conducted on a candidate for any position, depending on information reported on the *Criminal History Disclosure Form*.
4. When the department which owns the hiring search receives a *Criminal History Disclosure Form* that reports a conviction, he/she must consult with the Vice President of Business Affairs (for a staff position) or the Vice President of Academic Affairs (for a faculty position) regarding appropriate action.
5. Possessing a criminal history is not an absolute bar to employment. A determination will be made based on the type of conviction, the date the conviction occurred, and the relevance of the conviction to the position the applicant is seeking. An offer may be withdrawn as a result of these considerations.
6. The *Criminal History Disclosure Form* will be kept in the applicant's file.

**Adopted: Spring, 2009**

**Reviewed: April 20, 2011**

**Revised: May 4, 2011**

**Sponsor: Vice President for Business Affairs**