

## DISCLOSURE STATEMENT

As part of the final approval process of an appointment, the University conducts reference and background checking. The University also requires you to disclose, in writing, all relevant facts and information needed for a full and fair understanding of any of the following:

- Professional misconduct or sanctions (e.g., disbarment by a federal agency; any form of professional discipline or license restriction or surrender; an admission or determination that you have committed research misconduct)
- Any harassment or discrimination you were found to have committed by any court, adjudicative body, or administrative body, including but not limited to any findings of harassment or discrimination made by present or former employers
- Any felony, gross misdemeanor, or misdemeanor for which you were convicted or pleaded no contest. (this includes traffic violations and underage consumption)

Engagement in any such conduct may not, in and of itself, disqualify you from an appointment at the University; however, failure to disclose such information, or any misrepresentation made in connection with the disclosure, would be grounds to revoke an offer of appointment or terminate subsequent employment. Information is kept strictly confidential and is available only on a need-to-know basis. **This information will not be shared with the Hiring Department.**

\_\_\_\_\_ I have nothing to disclose.

\_\_\_\_\_ I have the following information to disclose (please provide explanation as appropriate and attach additional sheets if necessary):

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\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return completed form by mail or fax:

Betsy Behning  
Department of Human Resources  
Attn: Background Checks  
255 Darland Administration Building  
1049 University Drive  
Duluth, MN 55812

Phone: 218-726-6740 Fax: 218-726-7505

