

To: Hiring Departments  
From: USU Student Employment  
Subject: Employment Background Checks  
Date: April 27, 2009

Starting May 1, 2009, all new non-benefited part-time temporary employees hired at USU will need to fill out a Memorandum of Agreement and disclose if they have had any criminal convictions within the past seven (7) years. Employees in secure-sensitive positions will undergo a background check. (Refer to USU Policy No. 386 on the Human Resources website.)

Employees are informed on the USU Student Employment Application that “as part of the hiring process at Utah State University you will be required to disclose any criminal background and sign an agreement to conform to University rules.”

Please return the completed form with all the other hiring paper work to the Student Employment Office, UMC 1800. The memorandum will then be kept on record.

If you have any further questions, please contact the Student Employment Office at 435-797-0184.

Thanks for your assistance.

**MEMORANDUM OF AGREEMENT**  
**(Disclosure of Criminal Background in Accordance with USU Policy 386)**

Utah State University promotes a safe environment for its students and staff. As an employee of Utah State University in a non-security sensitive position, I self-disclose that:

I have criminal convictions within the past seven (7) years

I do not have any criminal convictions within the past seven (7) years

If I am appointed to a position at USU, I agree to conform to University rules.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date(mm/dd/yyyy)

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
USU A#

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Phone Number

Please return the completed form to the Student Employment Office, UMC 1800.  
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