

Prospective Employees Form



NDSU Extension Service

The North Dakota State University Extension Service is dedicated to the wholesome development of children and families throughout North Dakota and has adopted a Youth Protection Policy as part of that commitment. Acceptance as a NDSU Extension Service employee is contingent on clearance through the North Dakota Child Abuse Information Index, and a check against the North Dakota Office of Attorney General's Convicted Sex Offenders and Offenders Against Children Public List.

A. Behavior Expectations

The behavioral expectations of adults (18 years and older) who work with NDSU Extension Service programs are listed below. The primary purpose of identifying these expectations is to protect the safety and well-being of all program participants (youth, their parents and families, paid and volunteer staff). All adults who work with NDSU Extension Service programs are expected to function within these guidelines.

In my role with the NDSU Extension Service I will:

1. Respect the individual rights of all youth and adults.
2. Accept support and/or supervision from extension volunteer and/or paid staff.
3. Appropriately represent NDSU Extension Service programs by conducting myself in a courteous, respectful manner; exhibiting good sportsmanship; and being a positive role model.
4. Respect the educational mission of the NDSU Extension Service and adhere to and enforce the policies and guidelines established for county and state programs.
5. Not abuse any youth or adult program participant by physical or emotional means. (If I observe abuse I will report it as outlined in the NDSU Extension Service Youth Protection Policy.)
6. Act quickly and responsively to report any threats regarding the safety and well-being of youth or adult program participants.
7. Not commit any criminal act involving youth, adults or my activities with extension programs.
8. Not use alcohol or illegal drugs or be under their influence while present at youth programs or while having

responsibility for youth in NDSU Extension Service programs. I will inform others that alcohol and illegal drugs are not allowed at extension youth programs.

- 9. Comply with equal opportunity and anti-discrimination laws.
- 10. Handle animals and operate machinery, vehicles and other equipment in a safe and responsible manner.

I have read and understand the adult behavioral expectations outlined above. If I am offered and accept employment with the NDSU Extension Service, I understand and agree that any action on my part that contradicts any portion of these expectations is grounds for the suspension or termination of my role with the NDSU Extension Service.

B. Release to Conduct Youth Protection Screening

I authorize the NDSU Extension Service to submit this form to the North Dakota Department of Human Services for use in conducting a search of the Child Abuse Information Index and also authorize the Department of Human Services to release any information on the Index to the NDSU Extension Service. I understand that signing this form is a condition of employment.

Prospective Employee Signature

____ - ____ - ____
Social Security Number

____/____/____
Date

Return this form to: NDSU Extension Service Director's Office
Morrill Hall 315, Box 5437
North Dakota State University
Fargo, ND 58105-5437

A signed copy of this form will be kept on file.



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