



Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) Applied For		Date of Application
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend <input type="checkbox"/> Relative	<input type="checkbox"/> Walk-in <input type="checkbox"/> Other:

Last Name	First Name	Middle Name
Number and Street	City	State
Home Telephone Number	Cell Phone Number	Zip
Email Address:		

If you are under 18 years of age, can you provide required proof of your eligibility to work: Yes No
 Have you ever been employed with us before? Yes No
 If Yes, give dates: _____
 Are you currently employed? Yes No
 May we contact your present employer? Yes No
 Are you legally authorized to work in the United States? Yes No
All persons hired will be required to verify identity and eligibility to work in the U.S. upon hire.
 On what date would you be available for work: _____

Are you available to work: Full-Time Part-Time Shift Work Temporary Yes No
 Are you currently on "lay-off" status and subject to recall? Yes No
 Do you have a dependable means of transportation to and from work? Yes No
 It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

The Arc of South Norfolk, Inc. is a human service organization whose hiring practices conform to rules and regulations set by the Massachusetts Executive Office of Health and Human Services (EOHHS) with respect to criminal history checks and all Criminal Offender Record Information (CORI). See attached Bulletin.

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Additional Information

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience:

Note to Applicants: Do not answer the following question unless you have been informed about the functions of the job for which you are applying:

Are you able to perform the functions of the job for which you have applied, with or without a reasonable accommodation?

Yes No

A description of the activities involved in such a job or occupation is attached.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Job Title	Supervisor		
Reason for Leaving		Yes <input type="checkbox"/> No <input type="checkbox"/>	Email	
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Job Title	Supervisor		
Reason for Leaving		Yes <input type="checkbox"/> No <input type="checkbox"/>	Email	
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Job Title	Supervisor		
Reason for Leaving		Yes <input type="checkbox"/> No <input type="checkbox"/>	Email	

References

1.	Name	Telephone
	Address	Email
2.	Name	Telephone
	Address	Email
3.	Name	Telephone
	Address	Email

Applicant's Statement

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire whether or not applications are being accepted at that time.
- I hereby acknowledge and understand that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

FOR AGENCY USE ONLY

Information for Job Applicants
Criminal Offender Record Information (CORI)

This bulletin is for people who are applying for a job in a human service organization or government agency where certain rules set by the Massachusetts Executive Office of Health and Human Services (EOHHS) must be followed. These rules include procedures about CORI checks for job applicants. This bulletin explains in general the CORI check process and the rules that employers must follow. More detailed information is included in EOHHS' CORI regulations at 101 CMR 15.00.

1. What is CORI? CORI is Criminal Offender Record Information that is regulated by the state's Criminal History Systems Board (CHSB).
2. Could I still get a job here even if I have a CORI? There may be jobs where a CORI check is not required. And, even for those jobs where a CORI check is required, if you have a pending case or a conviction, this does not automatically disqualify you. Employers will review any CORI and consider your specific situation and any risk there might be in hiring an individual with a CORI for the job. In some cases, but not all, an employer may decide you are not qualified because of a CORI. This decision is not automatic and employers are required to review every case individually when making a decision. The only circumstance which automatically makes you ineligible for hire is if you have an outstanding warrant for any offense.
3. When does the CORI check happen? A CORI check cannot be done until after a potential employer has determined that they would like to offer you a job. This is to ensure that all job applicants are provided a fair chance to be hired. Once the employer determines that they would like to hire you and have informed you of this, then they will conduct a CORI check and may also ask you questions about whether you have a criminal background.
4. How should I handle discussions with potential employers if I do have a CORI? There is no need to discuss a criminal history in the selection process unless you are notified that you are the position finalist. If an employer contacts you to let you know this, you will be asked to sign a CORI release form. At that point, if you do have a CORI, it may be helpful to offer information about your criminal history regardless of whether or not you are asked questions. You will also have an opportunity to discuss circumstances surrounding the crime, as well as any relevant information, after the employer receives the CORI report.
5. Do I have to agree to have my CORI checked? Yes. An employer must obtain your consent before doing a CORI check. If a CORI check is necessary for the job you are applying for, you will be asked to sign a form that indicates you have provided this consent. If you do not consent, your candidacy for the position will be terminated.
6. Will an employer consider everything on my CORI? An employer will be looking at convictions or pending cases involving crimes on the EOHHS CORI "Crimes Tables" or similar crimes. They also will be looking to see if there are any outstanding warrants.
7. What happens if I have a CORI? If the CORI check shows that you have a criminal record, the employer must review your record to determine whether the crime(s) are on EOHHS CORI "Crimes Tables." Only crimes on the EOHHS CORI "Crimes Tables", or similar crimes, will be considered. The Crimes Tables can be found on line at <http://www.mass.gov/hhs/cori>. If your CORI shows one of these crimes, generally the following will occur:
 - You will be contacted and given a copy of your CORI and the EOHHS CORI regulations.
 - You will also be given the Criminal History Systems Board information on how to correct a criminal record.
 - You will be asked for information about the crime, as well as for information relating to any rehabilitation you may have undergone since the time of the crime. This information will be used to determine how relevant the crime is to position and whether this crime indicates that you may pose any risk as you carry out the duties of the job.
 - The organization or agency will then review the information you provided and will decide whether or not to offer you the job.
8. What happens if the CORI check shows incorrect information? You have the right dispute the accuracy of the information that appears on your CORI record. The CHSB website provides information on the process for correcting a criminal record, as well as for establishing yourself as the victim of identity theft that in turn has resulted in inaccuracies on your CORI report. If your CORI check results in a positive finding, you will be given the CHSB information. If you are seeking a position within an EOHHS agency, you will have 10 business days to correct your record.
9. What happens if an employer requests additional information in order to determine whether a Table B conviction occurred outside of the look back period? A Table B crime that is more than 10 years old for a felony, or more than 5 years old for a misdemeanor, will not be considered in relation to the hiring process if there have been no subsequent convictions or pending offenses. For purposes of computing the 5 and 10 year time periods, the time period will run from the date any court supervision, probation, or sentence was terminated. If the employer requires additional information to make such a determination, you may be asked to obtain necessary documentation. For positions within EOHHS agencies, you will be given 10 business days to obtain the necessary documentation.
10. If the position for which I am applying requires a CORI check, and I am the position finalist, how long does it take to complete the CORI process? The length of time needed to run the CORI check varies. If you have a positive CORI record, additional time will be needed to contact you and gather any needed information to make the decision. If your record shows incorrect information, additional time will be needed for you to correct your record and for the employer to obtain documentation regarding whether your record has been cleared.
11. May an employer also check my record in other states as part of the hiring process? Yes. Crimes in other states will be reviewed the same way as if they took place in Massachusetts.