

## APPLICATION FOR EMPLOYMENT



Bluebirds LLC is an equal opportunity employer, committed to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of any disability, sexual orientation, or any other basis prohibited by federal or state law.

<b>PERSONAL INFORMATION</b> (please print)				
Surname	First Name	Middle Names	Maiden Name	
Any other names by which you have been known			Social Security Number	
Present Address	Street	City	State	Zip Code
Phone Number	Daytime	Evening	Cell	
Email				
List ALL other States/Countries that you have lived in for more than six months with dates				
Have you been convicted of any crime since you turned age 18? <b>Y</b> <b>N</b> _____				
If Yes, list convictions that are a matter of public record (arrests are not convictions). _____				
A conviction will not necessarily disqualify you from employment. _____				
How did you learn about The Bluebirds: _____				

<b>EDUCATION</b>		Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
	Name and Location of School			
High School	_____	1 2 3 4	Y N	
	_____			
College	_____	1 2 3 4	Y N	
	_____			
Post College	_____	1 2 3 4	Y N	
	_____			
Trade, Business, Or Other School	_____	1 2 3 4	Y N	
	_____			
Computer Proficiency: <b>Internet</b> <b>MS Word</b> <b>Other:</b>				
Do you have a computer with Internet access? <b>Y</b> <b>N</b> Are you familiar with Macintosh computers? <b>Y</b> <b>N</b>				
What brought you to apply for a position involving childcare? _____				
Why do you enjoy working with children? _____				
Why would you like to work for The Bluebirds? _____				

**FORMER EMPLOYERS**

List below current and last two employers, beginning with the most recent one. Please be sure to include any unpaid/volunteer experience that is related to potential employment with The Bluebirds.

Dates (Month/Year)

From	Current Employer (Full name, address & type of business)	Wage Starting: Ending Hours per week	Position	Reason for Leaving
To				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	
From	Former Employer (Full name, address & type of business)	Wage Starting: Ending Hours per week	Position	Reason for Leaving
To				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	
From	Former Employer (Full name, address & type of business)	Wage Starting: Ending Hours per week	Position	Reason for Leaving
To				
Duties Performed				
Supervisor's Name		Phone Number	May We Contact?	

**REFERENCES**

Please provide below the names of two professional and one personal references by people not related to you who have known you at least three years.

Name	Address & Phone Number	Years Acquainted	How do you know this person?
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1.

2.

3.

I hereby authorize Bluebirds LLC to thoroughly investigate my background, references, employment record, and criminal background (CORI) checks as required by Massachusetts Law for anyone involved in unsupervised contact with minors. I understand that no CORI check will be conducted by Bluebirds LLC until I have signed a CORI release and been provided with a copy of Bluebirds LLC CORI Policy. I authorize persons, schools, my current employer (as applicable), and previous employers and organizations contacted by Bluebirds LLC to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, and employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I will be required to sign a confidentiality agreement should I become an employee of Bluebirds LLC. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract and I understand that filling out this application does not indicate that there is a position open and does not obligate Bluebirds LLC to hire me. **(MASSACHUSETTS APPLICANTS: 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.)**

Date \_\_\_\_\_ Signature \_\_\_\_\_



The Bluebirds  
188 Morse Road  
Sudbury, Massachusetts  
01776-1719

978:440-9948 (tel)  
978:440-8143 (fax)

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### CORI REQUEST FORM

Bluebirds LLC has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant/employee for the position of respite carer which involves unsupervised access to children, I understand that a criminal record check will be conducted for conviction and pending criminal case information only, and that it will not necessarily disqualify me from employment. The information below is correct to the best of my knowledge

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME

\_\_\_\_\_  
MAIDEN NAME OR ALIAS (IF APPLICABLE)

\_\_\_\_\_  
PLACE OF BIRTH

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY NUMBER  
(Requested but not required)

\_\_\_\_\_  
ID Theft Index PIN (if applicable)

MOTHER'S MAIDEN NAME: \_\_\_\_\_

CURRENT AND FORMER ADDRESSES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

STATE DRIVER'S LICENSE NUMBER: \_\_\_\_\_

\*\*\*THE ABOVE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

CHRISTOPHER HALL  
MANAGING DIRECTOR, BLUEBIRDS LLC & CORI AUTHORIZED EMPLOYEE

## **BLUEBIRDS LLC CORI POLICY**

Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, of any applicant who will be working with children under age 18 in an unmonitored capacity. When a check takes place, the following practices and procedures will be followed.

- I. CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy of the CHSB. All CORI checks will be kept in a secure environment accessible only to The President and Managing Director.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If Bluebirds LLC is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and this policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not exactly match the identification information provided by the applicant, (organization name) will make a determination based on a comparison of the CORI record and documents provided by the applicant. The (organization name) may contact CHSB and request a detailed search consistent with CHSB policy.
- VII. If Bluebirds LLC reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - (a) Relevance of the crime to the position sought;
  - (b) The nature of the work to be performed;
  - (c) Time since the conviction;
  - (d) Age of the candidate at the time of the offense;
  - (e) Seriousness and specific circumstances of the offense;
  - (f) The number of offenses;
  - (g) Whether the applicant has pending charges;
  - (h) Any relevant evidence of rehabilitation or lack thereof;
  - (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority
- VIII. Bluebirds LLC will notify the applicant of the decision and the basis of the decision in a timely manner.
- IX. Any application made with information that is deliberately incorrect, incomplete or fraudulent is grounds for immediate dismissal as well as liability for any other penalties or legal action by law enforcement agencies as prescribed by Massachusetts State Law.