

## APPLICATION FOR EMPLOYMENT



The Bluebirds 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			Date of Birth	
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>		Check 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 previous 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 (MM/YY)

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	Previous 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	Previous 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?
1.			
2.			
3.			

I hereby authorize The Bluebirds 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 The Bluebirds until I have signed a CORI release and been provided with a copy of The Bluebirds CORI Policy. I authorize persons, schools, my current employer (as applicable), and previous employers and organizations contacted by The Bluebirds to provide any relevant information regarding my current and/or previous employment and I release all persona, 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 The Bluebirds. 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 The Bluebirds 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 \_\_\_\_\_



# CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM



## **TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUB-CONTRACTOR, LICENSING, AND HOUSING PURPOSES.**

The Bluebirds, a Child-Care Agency with Federal Tax ID 45-4149437, is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing written notice of my intent to withdraw consent to a CORI check.

### **FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:**

The Bluebirds may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that The Bluebirds must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on page 2 of this Acknowledgement Form is true and accurate.

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SIGNATURE

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DATE





## THE BLUEBIRDS CORI POLICY

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, professional licensing applicants, and applicants for the rental or leasing of housing.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, or the rental or leasing of housing, the following practices and procedures will be followed.

### **I. CONDUCTING CORI SCREENING**

CORI checks will only be conducted as authorized by the DCJIS and MGL c. 6, §. 172, and only after a CORI Acknowledgement Form has been completed. If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours notice that a new CORI check will be conducted.

### **II. ACCESS TO CORI**

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a “need to know”. These individuals shall be limited to The Chairwoman and the Managing Director. The Bluebirds will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

### **III. CORI TRAINING**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI at The Bluebirds will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

Additionally, as The Bluebirds is an agency required by MGL c. The Bluebirds, s. 171A, to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

### **IV. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING**

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

### **V. VERIFYING A SUBJECT’S IDENTITY**

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

## **VI. INQUIRING ABOUT CRIMINAL HISTORY**

In connection with any decision regarding employment, volunteer opportunities, housing, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

## **VII. DETERMINING SUITABILITY**

If a determination is made, based on the information as provided in section V of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, 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 record 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; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

## **VIII. ADVERSE DECISIONS BASED ON CORI**

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

## **IX. SECONDARY DISSEMINATION LOGS**

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.



**Confidential**

Document Number: BB2016-NEWAPP-  
Questions about this Document? Please call 978-760-3024

Department of Children and Families  
Background Record Check (BRC) Unit  
600 Washington Street, Sixth Floor  
Boston, MA 02111

Dear Sir or Madam:

As condition of my employment with Bluebird Childcare Ltd. (Commonwealth of Massachusetts Registered Placement Agency #R03390), I am required to obtain a Background Record Check from the Massachusetts Department of Children and Families. I enclose a SASE and my notarized details below.

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

MIDDLE INITIAL: \_\_\_\_\_ MAIDEN NAME/ALIASES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DRIVERS LICENSE # & STATE ISSUED: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

The results of this check are to be sent directly to Bluebird Childcare Ltd. 45 Spruce Street, West Barnstable, MA 02668-1505. If there are any questions I may be reached at the telephone number listed above.

Sincerely,

\_\_\_\_\_  
Sign only in the presence of Notary Public

\_\_\_\_\_  
Print your Name here

Do not write below this line - Reserved for Notary Public

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of her knowledge and belief.

\_\_\_\_\_  
(Official signature and seal of Notary Public)