



WORCESTER PUBLIC SCHOOLS

WORPS
CH 385 G

20 Irving Street, Worcester, MA 01609-2493
Telephone: (508) 799-3021

In order to volunteer and/or work in the Worcester Public Schools, an individual must have a criminal background check. Convictions will be reviewed to determine an individual's eligibility to volunteer/work in the Worcester Public Schools.

This request is submitted by: Department/ School/ Collaborative _____

For the position of _____

WORCESTER PUBLIC SCHOOLS CORI REQUEST FORM

Worcester Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. I understand that a criminal record check will be conducted for convictions, non-convictions and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

APPLICANT/EMPLOYEE INFORMATION (Please print)

Applicant/Employee Signature

Last Name

First Name

Middle Name

Maiden Name or Alias (If Applicable)

Place of Birth

Date of Birth

Social Security Number

Mother's Maiden Name

Current Address: _____

Sex: _____ Height: ____ ft. ____ in. Weight: _____ Eye Color: _____

State Driver's License Number: _____

IN ORDER FOR THIS CORI TO BE PROCESSED, A COPY OF A MASSACHUSETTS ID MUST BE ATTACHED.

The person collecting this form must sign below stating the above information was verified by reviewing the attached form of government issued photographic Identification.

(NAME)

(LOCATION)

WHY A CRIMINAL OFFENDER RECORDS INFORMATION (CORI) CHECK?

In order to protect the welfare of our students, and in accordance with the M.G.L. c.71 §.38R, all candidates for, and current occupants of, positions which have the potential for direct and unmonitored contact with WPS students, including, but not limited to teachers, teachers aides, school nurses, counselors, coaches or other extracurricular staff or supervisors, food service employees, custodians and transportation providers. This also includes volunteers, interns, student teachers or other persons regularly offering support to any school program or facility, whether paid or unpaid. This CORI check will be done every three (3) years.

HOW DO I GAIN ENTRY TO A SCHOOL?

In order to be in the schools, individuals (students, faculty, and administrators) from outside institutions must complete a registration process, as follows:

1. Fill out the CORI form on the reverse side of this page so that a CORI check can be done by the Criminal History Systems Board in Boston. Return the form to:

**Assistant Superintendent
of Personnel,
Engagement & Equity
Worcester Public Schools
20 Irving Street
Worcester, MA 01609**

The Worcester Public Schools will maintain a current database of all applicants who have been approved or whose approval is pending which can be accessed by each public school. An individual will be contacted **only** if there appears to be a problem with CORI approval. All information is held in strictest confidence by the Chief Human Resources Officer.

IS INFORMATION KEPT CONFIDENTIAL?

The CORI process is covered under Massachusetts Law and the statute contains strict language regarding confidentiality: "...any willful, unauthorized dissemination of the CORI may subject the offending agency or individual to a fine of \$5,000 and/or up to one year in a House of Correction, in addition to Civil penalties." Within the Worcester Public Schools, CORI information is kept in a confidential file. The Worcester Public Schools is very diligent in not releasing CORI information to anyone other than the specific individual on whom the CORI was conducted.

The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, ancestry, sex, gender, age, religion, national origin, gender identity or expression, marital status, sexual orientation, disability, pregnancy or a related condition, veteran status or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action contact the Human Resource Manager, 20 Irving Street, Worcester, MA 01609, 508-799-3020.