



CITY OF MELROSE

Dear Volunteer:

Thank you for considering donating your time and efforts to assist the City of Melrose employees and residents. We value your time and want your volunteer experience to be rewarding and enjoyable.

Please take the time to fill out our volunteer application, which will help us ensure that your skills and interests are the right match to the volunteer opportunity that we have available. Every volunteer offer is contingent upon passing a Criminal Offender Record Information (CORI) check and Sex Offender Registry Information (SORI) check. Attached is the CORI policy and CORI request form for you to complete. No forms are needed for the SORI check.

Please hand-deliver the completed application materials to the address below:

- Volunteer application
- CORI Request Form
- A **clear** copy of Driver's License (front & back)
 - o If your current address is not of the front of your driver's license you are required to put a mailing address label on the back of your ID with your current address.

**City of Melrose
Recreation Department
562 Main Street
Melrose, MA 02176
Phone: 781-979-4179
Email: recreation@cityofmelrose.org**

The City of Melrose holds customer service in highest regard. We expect that every employee and volunteer will respond sensitively and constructively to citizen complaints and provide customer service with tact, courtesy, sensitivity and discretion in all dealings with internal and external customers.



CITY OF MELROSE VOLUNTEER APPLICATION

Personal Information (please print)

First Name Last Name
 Address City/State/Zip
 Home Phone Cell Phone
 Email (required):

Type of work desired Department desired RECREATION DEPARTMENT

Education (highest level completed)

High School College Graduate School Technical/Vocational

Former work/occupation

Most recent employer (optional)

List previous volunteer experience

Skills (list your skills and indicate proficiency level) "Skilled" "Can Teach" "Amateur"

- 1.....
- 2.....
- 3.....

Volunteer/Intern Availability (circle all applicable)

Number of days per week: 1 2 3 4 5 Number of hours per day: 1 2 3 4 5 6 7 8
 Monday Tuesday Wednesday Thursday Friday No Preference

In an emergency, notify:

First Name Last Name
 Address City/State/Zip
 Telephone Relationship to you

I attest the above information is accurate. Attached is a copy of my driver's license or government issued photo ID.

Signature _____

Date _____

FOR OFFICE USE ONLY:

CORI Cleared:

Assigned Department:

Assigned Position:



MUST BE FILLED OUT LEGIBLY!

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

The City of Melrose 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 the **City of Melrose** 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 the **City of Melrose** with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The **City of Melrose** may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, the **City of Melrose** 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.

PRINT

____/____/____
DATE

SIGNATURE

Please Mail, Hand Deliver or Fax this form *directly* to the Department
you are applying to or volunteering with.
City of Melrose, 562 Main Street, Melrose, MA 02176 – **DO NOT SCAN/EMAIL**

CORI INFORMATION PAGE

Please PRINT legibly and COMPLETE all sections

Department & Position you are submitting for: Melrose Recreation Dept.

Circle One: Applicant for: EMPLOYMENT VOLUNTEER INTERN
Current: EMPLOYEE VOLUNTEER INTERN *None*

Last Name First Name Middle Name

Maiden Name (or other name(s) by which you have been known) _____

_____/_____/_____
Date of Birth Place of Birth

Last Six (6) Digits of Your Social Security Number: _____ - _____

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

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Name: _____

Mother's Maiden Name: _____

Father's Full Name: _____

Current and Former Addresses:

Current:

Street Number & Name City/Town State Zip

Former:

Street Name & Name City/Town State Zip

FOR OFFICE USE ONLY: To Be Completed By Department Supervisor
The above information was verified by reviewing the following form(s) of valid government issued identification (photo copy of ID attached):

Name of Verifying Supervisor (Please Print)

Signature of Verifying Supervisor Date



CITY OF MELROSE

Legal Department

Robert J. Van Campen
City Solicitor
rvancampen@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4184
Fax - (781) 979-4205

CORI POLICY

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed:

- I. CORI checks will only be conducted as authorized by DCJIS. 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.
- 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 DCJIS.
- 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 DCJIS, the authorized individual will closely compare the record provided by DCJIS 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 the City of Melrose 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 the organization's CORI 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 DCJIS'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, the City of Melrose will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Melrose may contact DCJIS and request a detailed search consistent with DCJIS policy.

- VII. If the City of Melrose 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. The City of Melrose will notify the applicant of the decision and the basis of the decision in a timely manner.
- IX. Any employee of the City of Melrose hired before the effective date of this policy, whose position requires cash handling, unmonitored interaction with children, senior citizens, or individuals with disabilities may also be subject to a CORI check. If a CORI check conducted on a current employee determines that a said employee is unfit to perform his or her duties, based upon convictions that bear directly on his or her specific position, said employee may be subject to discipline up to and including termination.
- X. Employees shall inform their Department Head of any changes in their Criminal History Record after their initial CORI check is executed by the City of Melrose.
- XI. Department Heads are required to CORI their volunteers and interns annually and any time there is a break in employment.
- XII. A CORI check will be conducted for every relevant position upon hire. Should a volunteer/intern work in more than one department, the original CORI will suffice unless there has been a break in service or it is time for the annual CORI check.
- XIII. It is the responsibility of the Department Head to review the application in full and be certain all sections of the acknowledgment form are complete and the information is legible. A clear visible copy of the valid government issued identification card must be attached or the form will be returned to the supervisor.