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 belo

- ☐ 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.

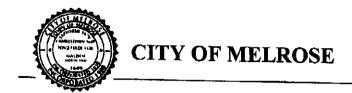


CITY OF MELROSE

VOLUNTEER APPLICATION

Personal Information (please print)

First Name		La	ast Name			
Address	***************************************	C	ty/State/Zip			
Home Phone	•	C	ell Phone			
Type of work desired	D	Department desired RECREATION DEPARTMENT				
Education (highest level		स्वाचारम्बरमञ्जूषास्य स्थापना व्यवस्था स्थापना स्थापना स्थापना स्थापना स्थापना स्थापना स्थापना स्थापना स्थापना स्थापना स्थापना स्थापन	se matement atternet 19.000 somhalt der der des des sollenses con conspis, des des de deve			
	College	0,00000	School			
List previous volunteer	experience					
Skills (list your skills and	d indicate pro	ficiency level)	"Skilled"	"Can Teach" "Amateur"		
				•••••		
Volunteer/Intern Availab	ility (circle all			(1992-1980 М стото тип поти из можения обще 1996 Мейний можен составления источность в населения места положения быть положения обще подавления в населения места положения в населения места подавления в населения в		
Number of days per week				ours per day: 1 2 3 4 5 6 7 8		
Monday	*	,	•	Friday No Preference		
In an emergency, notify:		PROTECTION OF INTERPRETATION OF THE AND	000 000 000 000 000 000 000 000 000 00	3935 3 5 TH (MICE) (1945 14 PC W W SAME MAY AND AND AND AND AND AND AND AND AND AND		
First Name		Last Na	me	•••••		
Address		City/Sta	te/Zip	••••••		
Telephone		Relation	ship to you	•••••		
				r's license or government issued photo ID		
Signature	**************************************			Date		
FOR OFFICE USE ONLY:		r i Parista de Parista de Parista de Calendardo de Parista de Reservacio e estado e en la compansión de Parist Calendardo de Parista de Parista de Calendardo de Parista de Parista de Parista de Parista de Parista de Paris	naga naganan sa	aranthon) and disherted on summer to the summer and and are an angular and angular and a summer to the summer and an angular and a summer and an angular and a summer and a su		
CORI Cleared:						
Assigned Department:						
Assigned Position:	of one of the second	W 15. M 10. 15.				



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 Meirose** may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, the **City of Meirose** 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	

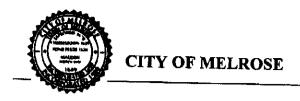
Please Mail, Hand Deliver or Fax this form *directly* to the Department you are applying to or volunteering with.

City of Melrose, 562 Main Street, Melrose, MA 02176 – **DO NOT SCAN/EMAIL**

CORI INFORMATION PAGE

Please PRINT legibly and COMPLETE all sections

	Current:	F		
		EMPLOYEE	VOLUNTEER	INTERN
Last Name		First Name Middle		e Name
Maiden Nam	e (or other name(s) by which you have t	peen known)	
Date of Birth			Place of Birth	
Last Six (6) Di	gits of Your Socia	Security Number:		
Sex: He	eight:ftin.	Eye Color:	Race:	
Driver's Licen	se or ID Number:		State of Issue:	
Mother's Full	Name:		War and the same a	
	Former Addresse			
Street Numbe	er & Name	City/Tov	vn State	Zip
				·
Street Name	& Name	City/Tov	vn State	Zip
FOR OFFICE Use The above info identification	ONLY: To Be Co ormation was veri (photo copy of ID	mpleted By Department fied by reviewing the fo attached):	nt Supervisor Illowing form(s) of valid gove	rnment issued



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.