



DUXBURY PUBLIC SCHOOLS

Duxbury Public Schools
93 Chandler Street, Duxbury, Massachusetts 02332
Tel: (781) 934-7600 • Fax: (781) 934-7644
District website • www.duxbury.k12.ma.us
Twitter: @duxbury_ps • Facebook: Duxbury Public Schools

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Duxbury Public School District 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, or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Duxbury Public School District 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 Duxbury Public Schools with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

Duxbury Public Schools may conduct subsequent CORI checks within one year of the date this authorization was signed by me provided that the District first provides 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 this Acknowledgement Form is true and accurate.

SIGNATURE _____

DATE _____

PLEASE COMPLETE THE ENTIRE APPLICATION *All information must be complete or the CORI is unable to be processed and ID must be attached.*

School Building(s), Location or Department

Reason for Request/Position (e.g. volunteer, teacher, coach, etc.)

_____ Last Name		_____ First Name		_____ Middle Name	
_____ Former Last Name 1		_____ Former Last Name 2		_____ Former Last Name 3	
_____ Former Last Name 4		_____ Date of Birth MM-DD-YYYY		_____ Last Six Digits of Social Security # Write as ## - ### #	
_____ Place of Birth (City, State, Country)		_____ Gender			

_____ Mother's Full Name (FIRST, MIDDLE, LAST)		_____ Father's Full Name (FIRST, MIDDLE, LAST)	
_____ Mother's Maiden Name		_____	

Current Physical Address:

_____ STREET ADDRESS	_____ TOWN	_____ STATE	_____ ZIP CODE
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***Mailing Address (if different):**

_____ STREET OR P.O. BOX	_____ TOWN	_____ STATE	_____ ZIP CODE
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Former Address(es) (5 yrs. prior):

_____ STREET	_____ TOWN	_____ STATE	_____ ZIP CODE
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_____ Driver's License No. & Issuing State	_____ Height	_____ Weight	_____ Eye Color
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**If your CORI has findings, your CORI Report will be mailed to you at the address listed here.*

Information below to be completed by the District or Supervising Contractor if not a District Employee

The above information was verified by reviewing the following form of *non-expired government issued photographic identification*:
___ MA Driver's License ___ MA Identification ___ Passport Other _____

Signature of Verifying Supervisor: _____

Submitted to DCJIS by: _____



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

- I. 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.
- II. 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) hour's notice that a new CORI check will be conducted.
- III. 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.
- IV. 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 procedure and any applicable law or regulations.
- V. 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.
- VI. If the Duxbury Public Schools 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.
- VII. Applicants challenging the accuracy of the CORI record 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, Duxbury Public Schools will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Duxbury Public Schools may contact DCJIS and request a detailed search consistent with DCJIS policy.
- VIII. If the Duxbury Public Schools reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this procedure, then the determination of suitability for the position 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
- IX. Duxbury Public Schools will notify the applicant of the decision and the basis of the decision in a timely manner.
- X. All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation.

The Duxbury Public Schools engage students in a stimulating and diverse education that challenges all students to excel while developing the competencies and confidence to adapt and contribute their skills in an ever changing world.