

**CONSENT FOR BACKGROUND RECORD CHECK OF  
EMPLOYEE / VOLUNTEER / INTERN**



All current or prospective employees, regular volunteers, interns who work in the Department of Early Education and Care (EEC) licensed program named at the bottom of this form and who have the potential for unsupervised contact with children (as defined in EEC regulations, 606 CMR 14.00) must complete and sign this Consent form.

**To be completed by applicant:**

Full Name	Last	First	Middle	Maiden or other Surnames (list all)	
Date of Birth (MM DD YY)		Place of Birth	Gender (M F)		
Last six digits of social security # (required) _____			If you have never been issued a social security # check here ____		
Height	Weight	Eye Color	Mother's Maiden Name		
Dates and Places of Residence for the Past Seven Years:					
From /To	Number & Street	City	State	ZIP	

Please list other states in which you have resided: \_\_\_\_\_

**Signing this form means that you (the applicant) understand:**

- EEC will conduct a Background Record Check (BRC) which consists of both a Criminal Offender Record Information (CORI) check and a Department of Children and Families (DCF) background record check. EEC may use this information for investigative purposes if you or your employer is the subject of an EEC investigation.
- The results of the DCF and CORI checks will be shared with the employer/potential employer listed on this application. The employer/potential employer listed on this application will consider this information when making hiring/retention/staffing decisions.
- The employer/potential employer will be notified if the DCF background check shows that you have been found responsible for the abuse or neglect of a child in a supported 51B report, or if a 51A report alleging that you were responsible for the abuse or neglect of a child has been filed and the investigation into those allegations is pending.
- The employer/potential employer will be notified if your CORI check shows a criminal history, which includes all adult/youthful offender convictions and non-convictions, all juvenile findings of delinquent or not delinquent, all sealed records, and all pending charges.

*I grant EEC permission to complete a BRC check on me and to provide the results to my employer/potential employer. I certify the information above is correct to the best of my knowledge.*

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Employer Certification:**

The applicant is applying for a position or is currently employed in an EEC licensed program within the entity listed on the bottom of this form. I understand that the use of this form for any reason other than its intended purpose is unlawful.

The applicant's identity was verified by reviewing the following form of government issued photographic identification: \_\_\_\_\_ (Please keep a photocopy of said identification in file with this application.)

Please check one:

Applicant is A prospective employee \_\_\_\_\_, current employee \_\_\_\_\_ prospective volunteer \_\_\_\_\_, current volunteer \_\_\_\_\_

Signature of Authorized Background Record Check Reviewer \_\_\_\_\_ Date: \_\_\_\_\_



### CORI Disclosure Form

All candidates shall complete an application form that contains a section requiring the candidate to disclose whether or not he or she has a criminal record and what crimes, if any, he or she has been convicted of, consistent with MGL c.151B, §4 (9).

The application shall not require a candidate to disclose:

- a. An arrest, detention, or disposition regarding any violation of law in which no conviction resulted; or
- b. A first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or
- c. Any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting there from, whichever date is later. Occurred five more years prior to the date of such application for employment or such request for information, unless such person has been convicted of any offense within five years immediately preceding the date of such application for employment or such request for information.

No application for employment shall be considered complete unless the candidate completes this section.

Please list below any and all offenses that you may want to disclose.

Offense	Conviction Date	Are you still on Probation

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*Please sign this document, place into envelope and seal envelope for confidentiality**



### RECORDS CHECK PERMISSION

As part of your employment at Centerboard you may be asked to transport clients and or drive company owned vehicles. In order for our insurance policy to cover this activity, each driver's driving record must be reviewed.

I give Centerboard and Benevento Insurance Agency permission to access my official driving record with state and federal agencies.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date