

# WORCESTER PUBLIC SCHOOLS

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In order to assure the security of the Worcester Public Schools, this district has been certified by the Criminal History Systems Board for access to all criminal record data. As

an applicant/employee/volunteer, for the position of \_\_\_\_\_, I understand that a CORI (Criminal Offender Records Information) check will be conducted. Any information obtained will be kept confidential and will not necessarily disqualify me for the position.

Thank you for your cooperation in assuring the safety of the Worcester Public Schools and the confidence of our community.

## APPLICANT/EMPLOYEE/VOLUNTEER INFORMATION

\_\_\_\_\_  
(Last Name) (First Name) (M.I.)

\_\_\_\_\_  
(Maiden Name, If Applicable)

\_\_\_\_\_  
(Date of Birth) (Social Security Number)

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Applicant/Employee/Volunteer Signature)

\_\_\_\_\_  
(Date)

## **WHY A CORI (Criminal Offender Records Information) CHECK TO GO INTO THE WORCESTER PUBLIC SCHOOLS?**

As part of the Worcester Public Schools' ongoing effort to ensure the welfare of our students, and on the advice of the City Law Department, as of January 1997 we must implement a new process that applies to all college/university students, faculty, and administrators doing course-related work in the Worcester Public Schools (including observation, student teaching, internships, International Ambassadors Program, research and independent study).

The CORI process is not only applicable to college/university individuals. Since 1993, the Worcester Public Schools has required a CORI check on all prospective employees. The CORI process covers non-college/university volunteers as well.

## **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 of this page so that a CORI check can be done by the Criminal History Systems Board in Boston. This is a **one-time procedure**. Return the form to:

**Human Resource Manager  
Worcester Public Schools  
20 Irving Street  
Worcester, MA 01609**

The Worcester Public Schools will maintain a current data base 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 Human Resource Manager.

2. On the first visit to the school, verify CORI clearance. You will then complete a brief registration form which will be kept at the school. Orientation will be provided on-site at the individual school(s). A college ID must be worn at all times when in any Worcester public school.

## **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.