

Tewksbury Public Library Volunteer Application

Volunteer Contact Information

Name	
Street Address	
City, State, and ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	
Best way to contact you?	
Age	

Person to Notify in Case of Emergency

Name	
Street Address	
City, State, and ZIP Code	
Home Phone	
Work Phone	

Availability

During which hours are you available for volunteer assignments?

___ Monday	Time:
___ Tuesday	Time:
___ Wednesday	Time:
___ Thursday	Time:
___ Friday	Time:
___ Saturday	Time:

Commitment of Hours

___ I would like to volunteer on an ongoing basis at ___ hours per week.

___ I would like to volunteer until _____ (date) at ___ hours per week.

___ I would like to volunteer for ___ hours total to fill a community service requirement.

(If you need community service hours by a specific date, please be aware that a separate CORI form has to be filled out and that it can take several weeks for it to be processed.)

Sample Volunteer Tasks

Tell us in which areas you are interested in volunteering. We will try to match volunteers with their interests if volunteer projects are available in that area at the time.

___ Cleaning	<ul style="list-style-type: none">• Dusting book stacks• Cleaning DVDs• Cleaning computers/work areas
___ Shelving	<ul style="list-style-type: none">• Putting books and other collections away on the shelves
___ Shelf-reading	<ul style="list-style-type: none">• Putting books in order• Straightening the shelves• Alphabetizing collections
___ Shifting	<ul style="list-style-type: none">• Shifting collections to make more room (requires lifting)
___ Sorting for book sales	<ul style="list-style-type: none">• Sorting donations for the Friends of the Library book sales• Other work for the Friends of the Tewksbury Library

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Other Information

Is there any other information you would like us to know about you?

CORI (Criminal Offender Record Information) Request

The Tewksbury Public Library is requesting all the available criminal offender record information (CORI) on the following individual from the Department of Criminal Justice Information Services pursuant to Chapter 6, 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. The signature below constitutes consent for the Tewksbury Public Library to conduct a CORI check.

Name (printed)	
Signature	
Date	

***Please fill out the attached CORI form and include a photocopy of your driver's license or passport.**

Please Return This Form To:

Rachel Steele
Tewksbury Public Library
300 Chandler St.
Tewksbury, MA 01876

When Do I Start?

Thank you for completing this application form and for your interest in volunteering with us. Once we verify your application, a volunteer coordinator will contact you regarding current opportunities available at the Tewksbury Public Library. Please take into account that the CORI form can take several weeks to be processed. After the CORI check is complete, the volunteer coordinator will schedule a time to interview you to discuss the available projects and to set a schedule.

Criminal Offender Records Information (CORI) Policy

In order to promote security for Library patrons, especially children, the elderly and the disabled, all volunteers aged 18 and over will undergo a Criminal Offender Records Information (CORI) check. Authority for this check is given to the Tewksbury Public Library under M.G.L. Chapter 6, §172H. This is a final check in the volunteer screening process.

Volunteers must complete the request form acknowledging that a CORI check will be conducted by the Department of Criminal Justice Information Services (DCJIS), an agency of the Commonwealth of Massachusetts. Access to CORI is limited to the Library Director. Upon request, CORI information will be shared with the volunteer to whom it pertains.

A volunteer's CORI record will not be disseminated to any other person or agency. CORI records are not part of the public record, and will be kept in a secure location separate from other files, and may be retained for not more than three years. Only one copy of an individual's CORI will be kept in the file at any time. Superseded copies will be shredded.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. If a criminal record is received from DCJIS, the authorized individual will ensure that the record relates to the applicant. If the Tewksbury Public Library 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 Tewksbury Public Library CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record. 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 Tewksbury Public Library reasonably believes the record belongs to the applicant and is accurate, 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

The Tewksbury Public Library will notify the applicant of the decision and the basis of the decision in a timely manner.

Modeled after the Department of Criminal Justice Information Services "Model CORI Policy".

CHAPTER 6, § 172H CORI REQUEST FORM

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VOLUNTEER INFORMATION (PLEASE PRINT)

*** (An asterisk * denotes required information)**

*LAST NAME

*FIRST NAME

*MIDDLE NAME

*MAIDEN NAME or other names
by which you have been known

*PLACE OF BIRTH

*DATE OF BIRTH

* _____ - _____ *
Last 6 digits of
SOCIAL SECURITY NUMBER
(Required by the State of MA)

☐ ID Theft Index PIN
(if applicable)

*MOTHER'S FULL MAIDEN NAME

*FATHER'S FULL NAME

*CURRENT AND FORMER ADDRESSES:

*SEX: _____ *HEIGHT: _____ ft. _____ in. *WEIGHT: _____ *EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____
(INCLUDE STATE OF ISSUE)

******THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF
GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:**

Name of Verifying Employee/Signature of
Verifying Employee

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

☐ The CHSB Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include the information to ensure the accuracy of the CORI request process. **All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax at 617-660-4614.**