

April 29, 2009

**Information for Job Applicants
Criminal Offender Record Information (CORI)**

This bulletin is for people who are applying for a job in a human service organization or government agency where certain rules set by the Massachusetts Executive Office of Health and Human Services (EOHHS) must be followed. These rules include procedures about CORI checks for job applicants. This bulletin explains in general the CORI check process and the rules that employers must follow. More detailed information is included in EOHHS' CORI regulations at 101 CMR 15.00.

1. ***What is CORI?*** CORI is Criminal Offender Record Information that is regulated by the state's Criminal History Systems Board (CHSB).
2. ***Could I still get a job here even if I have a CORI?*** There may be jobs where a CORI check is not required. And, even for those jobs where a CORI check is required, if you have a pending case or a conviction, this does not automatically disqualify you. Employers will review any CORI and consider your specific situation and any risk there might be in hiring an individual with a CORI for the job. In some cases, but not all, an employer may decide you are not qualified because of a CORI. This decision is not automatic and employers are required to review every case individually when making a decision. The only circumstance which automatically makes you ineligible for hire is if you have an outstanding warrant for any offense.
3. ***When does the CORI check happen?*** A CORI check cannot be done until after a potential employer has determined that they would like to offer you a job. This is to ensure that all job applicants are provided a fair chance to be hired. Once the employer determines that they would like to hire you and have informed you of this, then they will conduct a CORI check and may also ask you questions about whether you have a criminal background.
4. ***How should I handle discussions with potential employers if I do have a CORI?*** There is no need to discuss a criminal history in the selection process unless you are notified that you are the position finalist. If an employer contacts you to let you know this, you will be asked to sign a CORI release form. At that point, if you do have a CORI, it may be helpful to offer information about your criminal history regardless of whether or not you are asked questions. You will also have an opportunity to discuss circumstances surrounding the crime, as well as any relevant information, after the employer receives the CORI report.
5. ***Do I have to agree to have my CORI checked?*** Yes. An employer must obtain your consent before doing a CORI check. If a CORI check is necessary for the job you are applying for, you will be asked to sign a form that indicates you have provided this consent. If you do not consent, your candidacy for the position will be terminated.
6. ***Will an employer consider everything on my CORI?*** An employer will be looking at convictions or pending cases involving crimes on the EOHHS CORI "Crimes Tables" or similar crimes. They also will be looking to see if there are any outstanding warrants.
7. ***What happens if I have a CORI?*** If the CORI check shows that you have a criminal record, the employer must review your record to determine whether the crime(s) are on EOHHS CORI

April 29, 2009

“Crimes Tables.” Only crimes on the EOHHS CORI “Crimes Tables”, or similar crimes, will be considered. The Crimes Tables can be found on line at <http://www.mass.gov/hhs/cori>. If your CORI shows one of these crimes, generally the following will occur:

- You will be contacted and given a copy of your CORI and the EOHHS CORI regulations.
 - You will also be given the Criminal History Systems Board information on how to correct a criminal record.
 - You will be asked for information about the crime, as well as for information relating to any rehabilitation you may have undergone since the time of the crime. This information will be used to determine how relevant the crime is to position and whether this crime indicates that you may pose any risk as you carry out the duties of the job.
 - The organization or agency will then review the information you provided and will decide whether or not to offer you the job.
8. ***What happens if the CORI check shows incorrect information?*** You have the right dispute the accuracy of the information that appears on your CORI record. The CHSB website provides information on the process for correcting a criminal record, as well as for establishing yourself as the victim of identity theft that in turn has resulted in inaccuracies on your CORI report. If your CORI check results in a positive finding, you will be given the CHSB information. If you are seeking a position within an EOHHS agency, you will have 10 business days to correct your record.
9. ***What happens if an employer requests additional information in order to determine whether a Table B conviction occurred outside of the look back period?*** A Table B crime that is more than 10 years old for a felony, or more than 5 years old for a misdemeanor, will not be considered in relation to the hiring process if there have been no subsequent convictions or pending offenses. For purposes of computing the 5 and 10 year time periods, the time period will run from the date any court supervision, probation, or sentence was terminated. If the employer requires additional information to make such a determination, you may be asked to obtain necessary documentation. For positions within EOHHS agencies, you will be given 10 business days to obtain the necessary documentation.
10. ***If the position for which I am applying requires a CORI check, and I am the position finalist, how long does it take to complete the CORI process?*** The length of time needed to run the CORI check varies. If you have a positive CORI record, additional time will be needed to contact you and gather any needed information to make the decision. If your record shows incorrect information, additional time will be needed for you to correct your record and for the employer to obtain documentation regarding whether your record has been cleared.
11. ***May an employer also check my record in other states as part of the hiring process?*** Yes. Crimes in other states will be reviewed the same way as if they took place in Massachusetts.



EOHHS
XVICTP
FEE CODE _____

opening doors to recovery and hope

CORI REQUEST FORM

Victory Programs, Inc. has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant/employee for the position of _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

The Bobbie White House

Cedar Family House

The Center for Health & Wellness

Homelessness Prevention Initiative

The Living and Recovering Community (LARC)

New Victories

Portis Family House

ReVision Family House

ReVision Urban Farm

Shepherd House

Victory House

Victory Transitional House

Women's Hope

Women's Hope Transitional House

Yetman House

APPLICANT/EMPLOYEE SIGNATURE
(Unless otherwise preempted by law)

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

PLACE OF BIRTH

DATE OF BIRTH

SOCIAL SECURITY NUMBER
(Requested, not required)

ID THEFT Index PIN
(if applicable)

MOTHER'S MAIDEN NAME

CURRENT AND FORMER ADDRESSES:

SEX: HEIGHT: FT. IN. WEIGHT: EYE COLOR:

STATE DRIVER'S LICENSE NUMBER:
(include state of issue)

***THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

REQUESTED BY: SIGNATURE OF CORI AUTHORIZED EMPLOYEE

*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued as Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this 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 to 617-660-4614.

965 Massachusetts Avenue
Boston, MA 02118

Tel: 617.541.0222
Fax: 617.541.0094
Website: www.vpi.org

