



# Better Community Living, Inc.

5 Ventura Drive, Dartmouth, MA 02747  
Telephone: 508-999-4300 Fax: 508-999-5290

## Application - Volunteers

*Better Community Living, Inc.* is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, handicap or veteran status.

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Emergency Contact \_\_\_\_\_

How were you referred to us?  Newspaper Ad  Walk-In  Agency  Internet  School  Employee  Other

Name of referral source: \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

### References:

List three (3) persons, whom you have known for at least one (1) year, who are not related to you and who may provide a personal reference for you.

Name	Address	Telephone	Years Acquainted With
		( )	
		( )	
		( )	

I understand that condition of volunteer employment includes approval of DPPC review, CORI background check and satisfactory completion of drug screening.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



# *Better Community Living, Inc.*

So we may evaluate your application properly, please answer all questions carefully and completely in your own handwriting.

The Commonwealth's Executive Office of Health and Human Services (EOHHS) agencies have been authorized to perform Criminal Offender Record Information (CORI) checks on applicants for employment. A computer check with the Board of Probation is required for all candidates applying for positions. The information is requested only for the purpose of verifying the information you will be providing concerning any criminal record you may have. Conviction of a crime may not be an automatic bar to your employment. All circumstances will be considered in making the decision on your application.

I understand that, in order to afford the highest level of service delivery, the Commonwealth seeks to determine that all employees within EOHHS agencies are of the highest integrity. As an applicant for employment, I hereby acknowledge that if I am selected for employment, the Commonwealth will review:

- Criminal Offender Record Information (C.O.R.I.) and;
- The Central Registry of Child Abuse/Neglect reports maintained in accordance with M.G.L., Chapter 119, Section 51B (for Department of Social Services, Department of Youth Services, and Office for Children applicants only).

The following spaces may be used to provide the Commonwealth with any information which you may feel could assist us in processing the results of the C.O.R.I. and Central Registry reviews.

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Signature

Today's Date



# Better Community Living, Inc.

BETCL  
EEOHHS

## CORI REQUEST FORM

Better Community Living, 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. The information below is correct to the best of my knowledge.

\_\_\_\_\_  
Applicant/Employee Signature

### 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:  
\_\_\_\_\_  
\_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE OFFICE USE ONLY**

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

STATE DRIVER'S LICENSE NUMBER: \_\_\_\_\_

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

Requested by: \_\_\_\_\_  
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

\*The CHSB Identity Theft 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 this information to ensure the accuracy of the CORI request process.

**All CORI request forms that include this field are required to be submitted the the CHSM via mail or by fax to 617-660-4614.**

### 3.73 IN-HOUSE VOLUNTEERS

Staffers who wish to be involved with **Better Community Living, Inc.** activities during non-working hours must be registered volunteers.

Staffers can become registered volunteers by completing an application and receiving subsequent approval from the executive director. This approval includes all activities either on or away from agency facilities. This approval will indicate the nature and the extent of the volunteer's activities. Nonexempt staffers may not volunteer for activities that are normally part of their job because of possible violation of Fair Labor Standards Act regulations.

When a staffer who volunteers at **Better Community Living, Inc.** ends employment with this agency, his or her volunteer status is terminated. The former staffer must apply for a status change if he or she wishes to continue to volunteer. The status change will be processed contingent upon a positive recommendation from the former staffer's supervisor.

All prospective volunteers must complete a screening process that includes formal application, an interview, reference checks, CORI checks and an orientation session.

### 3.74 OUTSIDE VOLUNTEERS

It is the policy of **Better Community Living, Inc.** to provide opportunities for volunteers and students so that they can gain practical and professional experience, or so that they may simply have an outlet for helping the people who we serve.

To be accepted as volunteers, candidates must complete a Volunteer Application form, undergo a reference check, CORI check and be interviewed by the program manager. If appropriate placements can be made, volunteers and students will be assigned to work under a supervisor, who will see that they adhere to a work schedule, are evaluated (students only), and observe the same rules and code of conduct as all regular staff members at this agency.

All volunteers and students serve at the discretion of the executive director, who can terminate their relationship with this agency at any time for any reason.