

Better Community Living, Inc.

384 County Street, New Bedford, MA 02740
Telephone: 508-999-4300 Fax: 508-999-5290

Application -- Volunteers

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: _____

Are you over 21 years of age? _____ Yes _____ No

Are you employed now? _____ Yes _____ No

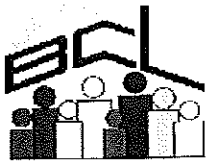
References:

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

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.

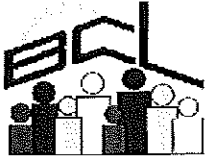
I understand that, in order to afford the highest level of service delivery, the Commonwealth seeks to determine that all employees within EOHHS agencies are of the highest integrity. As an applicant for employment, I hereby acknowledge that if I am selected for employment, the Commonwealth will review:

- 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.

Signature

Today's Date



Better Community Living, Inc.

BETCL
EOHHS

C O R I 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 _____, 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.

Volunteer 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 but not required)	_____ Mother's Maiden Name

FORMER
ADDRESSES:

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

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.