MEMORANDUM

To: Employment and Volunteer Candidates
From: Sonia Marquez, Director of Human Resources
Subject: Requirement of Criminal Record Checks (CORI)

State law and our funding agencies require that we do a criminal record check for all persons prior to being hired for the job in which you have expressed an interest. These criminal record checks are referred to as Criminal Offender Record Information (CORI). This requirement applies to both permanent and temporary positions and to paid and unpaid positions. Enclosed is a consent form for us to perform this check and the GBLS procedures in regard to CORI. The procedures basically track the state requirements. I will be happy to answer any questions you may have about this procedure. Upon request, we will provide you with the state CORI Regulations (803 CMR 1-7 and 121 CMR 4.00).

We will not request your records unless we have made a preliminary decision to offer you the position or to accept your services. If you are to be interviewed by a GBLS Hiring Committee, we will not request your records unless you are selected as a finalist.

You cannot be considered for the position unless you fill out and return the consent form. You may, however, apply for other positions at GBLS that do not require a criminal record check. Your application for other jobs at GBLS will not be prejudiced because you did not continue the application process for this job.

These Procedures will not be used as a basis to discriminate against any candidate based upon race, religion, color, national or ethnic origin, ancestry, age, sex, handicap, sexual orientation, marital status, military status or receipt of public assistance.