

Diocese of Springfield
65 Elliot Street - P.O. Box 1730
Springfield - Massachusetts 01102

DCSPR
FE622

HUMAN RESOURCES

TEL. 413-452-0624
FAX 413-452-0555

CORI REQUEST FORM

Diocese of Springfield Human Resource Department has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data to screen current and otherwise prospective employees and volunteers who have the potential for unmonitored access to children.

As a (prospective) employee/volunteer for the position of

Job Title/Volunteer Activity: _____

Organization: _____
(Indicate name of Parish, School or Organization)

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. I also understand that I have the right to accuracy and relevance of the CORI prior to any adverse decision being made.

(Prospective) Employee Signature

Date

PROSPECTIVE EMPLOYEE/VOLUNTEER INFORMATION (PLEASE PRINT)

LAST NAME: _____ FIRST NAME: _____

MIDDLE NAME _____ MAIDEN NAME OR ALIAS _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

CURRENT ADDRESS: (Cannot be a Post Office
Box). _____

TO BE COMPLETED BY ORGANIZATIONAL REPRESENTATIVE

DOCUMENT TITLE _____ ISSUING AUTHORITY: _____
(Must be a government issued photographic form of identification)

EXPIRATION DATE: _____ ID # _____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above

Signature and Printed Name of Representative

Date

CHSB USE ONLY

RECORD ATTACHED: _____

NO RECORD _____

HUMAN RESOURCE DEPARTMENT USE ONLY

SUBMITTED BY: _____