



# Mashpee Public Schools

Office of the Superintendent  
150A Old Barnstable Road  
Mashpee, MA 02649  
508-539-1500  
Fax 508-477-5805  
<https://www.mpspk12.org/>

**Patricia M. DeBoer**  
Superintendent  
[pdeboer@mpsk12.org](mailto:pdeboer@mpsk12.org)

## APPLICATION FOR GENERAL EMPLOYMENT

Thank you for your interest in the Mashpee Public Schools. To be considered for a position, please review our application guidelines.

Please staple all required materials together with this form on top and include the following:

### REQUIRED MATERIALS

- Completed Application
- Letter of Interest
- Completed CORI Form

Please feel free to attach a resume, transcripts and Massachusetts Licensure

The Superintendent's Office will forward all materials to the appropriate parties. If you are to be interviewed, you will be called soon after the posting closing date.

Applicant Name \_\_\_\_\_  
Last First

Position Applied For:

- Administrative Assistant/Office Support
- Paraprofessional
- Food Services
- Monitor
- Substitute
- Other \_\_\_\_\_

Are you legally allowed to work in the United States?  Yes  No

### **Mashpee--A Connected Community**

*All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and to the full range of co-curricular/enrichment/sports programs offered by the Mashpee Public Schools.*



## APPLICATION FOR EMPLOYMENT

**POSITION:** \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Mailing Address: (If different from above)

Address: \_\_\_\_\_  
Street City State Zip Code

### EDUCATION

Name and Location of School	Years Attended	Subject Studied	Degree Earned
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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## EMPLOYMENT EXPERIENCE

Please list all employers for the past 10 years.

Name of Employer	Position	Dates of Employment
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Please continue on a separate sheet, if additional space is needed.

May we contact your present employer? Please check one.

Immediately  After acceptance of employment  No (Please state reason \_\_\_\_\_)

**REFERENCES (Please list three professional references)**

NAME	COMPANY	ADDRESS	CONTACT NUMBER	RELATIONSHIP
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**If you have a relative who is employed by the Mashpee School Department or is a member of the Mashpee School Committee, please identify the relative(s) below:**

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The Mashpee Public Schools is an equal opportunity employer. We provide equal employment opportunities to all persons regardless of age, color, race, national origin or ancestry, sex, gender, disability, veteran status, religion, creed, sexual orientation, gender identity and/or expression, marital status, or any other characteristic protected by federal, state or local law. In addition, the Mashpee Public Schools provide reasonable accommodations for otherwise qualified individuals with disabilities.

I acknowledge and understand that a condition of employment is in compliance with School Committee policy and state and federal laws applicable to confidentiality.

I hereby affirm that the information provided by me on this application (and accompanying resume, if any) is true and complete and I understand that any false information or material omission of fact may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that any offer of employment is conditioned upon satisfactory replies from my references.

I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Mashpee Public Schools with any relevant information which may be required to arrive at an employment decision and voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Mashpee Public Schools against any liability which might result from requesting such information.

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Applications Signature

Date

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**MASHPEE PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**150A Old Barnstable Road**  
**Mashpee, MA 02649**  
**508-539-1500**  
**Fax: 508-539-5805**  
**PHOTO ID REQUIRED**

**Patricia M. DeBoer**  
*Superintendent of Schools*

**Date:** \_\_\_\_\_

**CORI REQUEST FORM**

Mashpee Public Schools have been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee I understand that a criminal record check will be conducted for condition, non-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.

Signature: \_\_\_\_\_ (unless otherwise preempted by law)

<b>STAFF</b>	<b>VOLUNTEER</b>	<b>CIRCLE POSITION SUBSTITUTE</b>	<b>INTERN</b>	<b>FIELD TRIP</b>
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\_\_\_\_\_

Last Name	First Name	Middle Name
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\_\_\_\_\_

Maiden Name or Alias (if applicable)	Place of Birth	Date of Birth
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\_\_\_\_\_

Social Security Number	ID Theft Index PIN (if applicable)	Mother's Maiden Name
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\_\_\_\_\_

Street Address	Town	State	Zip Code
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\_\_\_\_\_

Telephone Number	Driver's License Number	State Issued
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Government issued photographic identification: \_\_\_\_\_

Requested by: Jodi Gallagher: \_\_\_\_\_

**\*\*\* The CHBS Identity Theft Index PIN Number** is to be completed by those applicants that have been issued an **Identity Theft Index PIN Number by the CHBS**. 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 CHBS via mail or by fax to 617-660-4614.

**Mashpee--A Connected Community**

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It shall be the policy of the Mashpee Public Schools to obtain all available Criminal Offender Record Information CORI from the Department of Criminal Justice Information System to prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees or taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the Department of Criminal Justice Information System on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Record Information for any subcontractor or laborer who performs work on school grounds and who may have direct and unmonitored contact with children and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education CORI Law Advisory dated February 1, 2003, "Direct and unmonitored contact with children means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with state law, all current and prospective employees, volunteers and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available CORI data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report, the individual should contact the criminal history systems board.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing CORI: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant,

If a criminal record is received from the Department of Criminal Justice Information System (DCJIS), the Superintendent will closely compare the record provided by DCJIS with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

If the district is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the district's CORI policy, advised of the part (s) of the record that make the individual unsuitable for the position or license and given an opportunity to dispute the accuracy and relevance of the CORI record.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or conviction of the applicant shall include the following statement: "An application for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."