



Shared Living Application

Last Name		First Name		Middle Initial			
Number and Street		City		State		Zip	
Home Telephone Number				Best Time to Call			
Cell Number				Best Time to Call			
E-Mail							

Are you over 21 years old? Yes _____ No _____

Are you a U.S. citizen? Yes _____ No _____

Do you have a valid driver's license? Yes _____ No _____

Driver's license #: _____ State: _____ Expiration: _____

Do you have access to a reliable means of transportation? Yes _____ No _____

Make, Model, and Year of Vehicle: _____

Have you ever been employed with us? Yes _____ No _____

If yes, Date: _____ Position: _____

Are you now or have you ever been a Shared Living provider? Yes _____ No _____

If yes, Date: _____ Provider Agency: _____

Work Experience

Please list below your previous three employers starting with the most recent. *Do not reference resume.*

Company Name: _____

Job Title: _____

Address: _____ Telephone: _____

Dates Employed: _____ to _____ Supervisor: _____

Reason for leaving: _____

May we contact for a reference? Yes _____ No _____

Company Name: _____

Job Title: _____

Address: _____ Telephone: _____

Dates Employed: _____ to _____ Supervisor: _____

Reason for leaving: _____

May we contact for a reference? Yes _____ No _____

Company Name: _____

Job Title: _____

Address: _____ Telephone: _____

Dates Employed: _____ to _____ Supervisor: _____

Reason for leaving: _____

May we contact for a reference? Yes _____ No _____

Please use the space provided for comments to explain any gaps in employment, or if you have less than five years of work experience.

Education

What is the highest level degree you have received? _____

High School Attended: _____

Year Graduated: _____

Address: _____

College/University Attended: _____

Year Graduated: _____

Degree Attained: _____

College/University Attended: _____

Year Graduated: _____

Degree Attained: _____

College/University Attended: _____

Year Graduated: _____

Degree Attained: _____

References

Name: _____

Relationship: _____

Address: _____

E-mail: _____

Telephone #: _____

Name: _____

Relationship: _____

Address: _____

E-mail: _____

Telephone #: _____

Name: _____

Relationship: _____

Address: _____

E-mail: _____

Telephone #: _____

Name: _____

Relationship: _____

Address: _____

E-mail: _____

Telephone #: _____

Questions

1. Please list all the occupants of your household

Name	DOB	Occupation (if student, please put grade)	Relationship to Applicant

2. Have you had any personal experience with people with disabilities? Explain.

3. What is your motivation for becoming a Shared Living Provider?

4. Would you prefer a person who is male____, female____, or no preference____ and why?

5. What age range(s) would you be most interested in working with and why? _____ to _____

6. Please tell us the three most important values in your life and comment on each one.

a. _____

b. _____

c. _____

7. How long have you lived in your current home? _____

8. Would you be willing to relocate if it increased the likelihood of becoming a Shared Living Provider?

Yes _____ No _____

9. Do you have any pets? Yes _____ No _____

If yes, please describe your pets (name, type of pet, and age)

10. We are looking for a minimum of a 3 year commitment. How long of a commitment are you willing to make should you be chosen as a Provider? Please elaborate on your answer.

11. Have you ever been investigated for abuse and/or neglect of an individual with a developmental disability? If yes, what was the outcome of the investigation? Please comment.

12. Please add any additional comments about yourself and/or your family that you feel are important for us to consider when reviewing your information.

Information for Shared Living Provider Applicants

Criminal Offender Record Information (CORI)

As part of our process, candidates to be a Shared Living Provider, as well as all household members over the age of 18, will be required to undergo a criminal offender record inquiry. Any information obtained will be kept confidential and will not necessarily disqualify an applicant.

Please read:

1. **What is CORI?** CORI is Criminal Offender Record Information that is regulated by the state's Criminal History Systems Board (CHSB).
2. **Could I still get a job here even if I have a CORI?** There may be jobs where a CORI check is not required. And, even for those jobs where a CORI check is required, if you have a pending case or a conviction, this does not automatically disqualify you. Employers will review any CORI and consider your specific situation and any risk there might be in hiring an individual with a CORI for the job. In some cases, but not all, an employer may decide you are not qualified because of a CORI. This decision is not automatic and employers are required to review every case

individually when making a decision. The only circumstance which automatically makes you ineligible for hire is if you have an outstanding warrant for any offense.

3. **When does the CORI check happen?** A CORI check cannot be done until after a potential employer has determined that they would like to offer you a job. This is to ensure that all job applicants are provided a fair chance to be hired. Once the employer determines that they would like to hire you and have informed you of this, then they will conduct a CORI check and may also ask you questions about whether you have a criminal background.
4. **How should I handle discussions with potential employers if I do have a CORI?** There is no need to discuss a criminal history in the selection process unless you are notified that you are the position finalist. If an employer contacts you to let you know this, you will be asked to sign a CORI release form. At that point, if you do have a CORI, it may be helpful to offer information about your criminal history regardless of whether or not you are asked questions. You will also have an opportunity to discuss circumstances surrounding the crime, as well as any relevant information, after the employer receives the CORI report.
5. **Do I have to agree to have my CORI checked?** Yes. An employer must obtain your consent before doing a CORI check. If a CORI check is necessary for the job you are applying for, you will be asked to sign a form that indicates you have provided this consent. If you do not consent, your candidacy for the position will be terminated.
6. **Will an employer consider everything on my CORI?** An employer will be looking at convictions or pending cases involving crimes on the EOHHS CORI "Crimes Tables" or similar crimes. They also will be looking to see if there are any outstanding warrants.

7. **What happens if I have a CORI?** If the CORI check shows that you have a criminal record, the employer must review your record to determine whether the crime(s) are on EOHHS CORI “Crimes Tables.” Only crimes on the EOHHS CORI “Crimes Tables”, or similar crimes, will be considered. The Crimes Tables can be found on line at <http://www.mass.gov/hhs/cori>. If your CORI shows one of these crimes, generally the following will occur:
- a. You will be contacted and given a copy of your CORI and the EOHHS CORI regulations.
 - b. You will also be given the Criminal History Systems Board information on how to correct a criminal record.
 - c. You will be asked for information about the crime, as well as for information relating to any rehabilitation you may have undergone since the time of the crime. This information will be used to determine how relevant the crime is to position and whether this crime indicates that you may pose any risk as you carry out the duties of the job.
 - d. The organization or agency will then review the information you provided and will decide whether or not to offer you the job.
8. **What happens if the CORI check shows incorrect information?** You have the right dispute the accuracy of the information that appears on your CORI record. The CHSB website provides information on the process for correcting a criminal record, as well as for establishing yourself as the victim of identity theft that in turn has resulted in inaccuracies on your CORI report. If your CORI check results in a positive finding, you will be given the CHSB information. If you are seeking a position within an EOHHS agency, you will have 10 business days to correct your record.
9. **What happens if an employer requests additional information in order to determine whether a Table B conviction occurred outside of the look back period?** A Table B crime that is more

than 10 years old for a felony, or more than 5 years old for a misdemeanor, will not be considered in relation to the hiring process if there have been no subsequent convictions or pending offenses. For purposes of computing the 5 and 10 year time periods, the time period will run from the date any court supervision, probation, or sentence was terminated. If the employer requires additional information to make such a determination, you may be asked to obtain necessary documentation. For positions within EOHHS agencies, you will be given 10 business days to obtain the necessary documentation.

10. **If the position for which I am applying requires a CORI check, and I am the position finalist, how long does it take to complete the CORI process?** The length of time needed to run the CORI check varies. If you have a positive CORI record, additional time will be needed to contact you and gather any needed information to make the decision. If your record shows incorrect information, additional time will be needed for you to correct your record and for the employer to obtain documentation regarding whether your record has been cleared.

11. **May an employer also check my record in other states as part of the hiring process?** Yes.
Crimes in other states will be reviewed the same way as if they took place in Massachusetts.

Criminal History:

Have you ever been convicted of a felony? Yes _____ No _____

If yes, explain: _____

Have you ever been convicted of any other offense against law? Yes _____ No _____

If yes, explain: _____

Date of Court Offense: _____ Disposition: _____

***You are not required to furnish information for:**

1. Any offense committed prior to your seventeenth (17) birthday, unless such offense was bound over for trial in Superior Court.
2. A first misdemeanor conviction for drunkenness, simple assault, minor traffic violations, affray, or disturbance of the peace
3. A misdemeanor conviction which resulted in a period of incarceration which ended more than five (5) years ago unless you have been convicted of any offense within the last five (5) years.

I certify that my answers to the previous questions are true and correct without any consequential omissions of any kind whatsoever.

I understand that any false answer or statements or implications made by me in this application, other required documents, or during any interview shall be considered sufficient cause for denial of approval or termination of contract.

Additionally, I understand that nothing contained in this Shared Living Application or in the granting of an interview is intended to create a contract between Lifeworks and myself for either a Shared Living arrangement or for the providing of any benefit. No promises regarding Shared Living have been made to me and I understand that no such promise or guarantee is binding upon Lifeworks unless made in writing. If a Shared Living arrangement is established, I understand that I have the right to terminate the relationship at any time and that Lifeworks retains the similar right.

I hereby give Lifeworks the right to make a thorough investigation of my past employment, qualifications, character, education, and activities. I give my full consent to all references to reveal any and all information they wish as a result of this investigation. I release from liability all persons, companies, and corporations supplying such information. I indemnify Lifeworks against any liability, which might result from making such investigation.

If you do not understand any information or questions asked in this information form, please ask for an explanation.

Applicant's Signature

Date