

CAMBRIDGE PUBLIC SCHOOLS VISUAL & PERFORMING ARTS

459 Broadway, Cambridge, 02138, 617.349.6788

Visual & Performing Arts Contract Employees Hiring Instructions

Welcome! We are so excited to have you join our team of Artists in the Visual & Performing Arts Department!

Please find below instructions on how to complete your hiring paperwork.

If you have any questions or concerns, please feel free to reach out to Robert O'Neill (rooneill@cpsd.us), who can assist you.

Hiring Checklist:

- Please email a completed and signed CPS CORI form.
- Please email a copy of your photo ID (Example: State ID. Driver's License, Passport).
- Please email a copy of your vaccination card. (In order to visit any CPD school you have to be fully vaccinated.)
- Please Schedule a brief Zoom meeting with Robert O'Neill (rooneill@cpsd.us) to verify your information and identification online.

All paperwork must be completed and processed before services are rendered and payment is issued.

Thank you for your cooperation! We are very excited to work with you!

Robert O'Neill
Visual & Performing Arts Clerk
617-349-6788
rooneill@cpsd.us

Cambridge Public Schools
159 Thorndike Street Cambridge, MA 02141

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

SUBJECT INFORMATION (To be completed by Applicant/Employee/Volunteer, etc.) Please print clearly:

*Last Name * First Name Middle Name Suffix (e.g. Jr.)

Maiden Name (Or other name(s) by which you have been known)

*Date of Birth (MM/DD/YYYY) Place of Birth

*Last Six Digits of Your Social Security Number (required): XXX -- --

Mother's Full Maiden Name Father's Full Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

State Driver's License or ID Number: _____ State of Issue: _____

The Cambridge Public Schools is registered under the provisions of M.G.L.c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licenses, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Cambridge Public Schools to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Cambridge Public Schools written notice of my intent to withdraw consent to a CORI check.

For Employment, Volunteer, and Licensing Purposes Only: The Cambridge Public Schools may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that Cambridge Public Schools must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information on this Acknowledgement Form is true and accurate.

Applicant/Employee/Volunteer Signature Date

Identification Verification (To be completed by the CPS staff member accepting this Form)

The above information was verified by reviewing the following form(s) of government-issued identification (e.g., photographic ID includes driver's License, passport, etc. A birth certificate or social security card may be accepted *only* if the individual does not have a government-issued photographic form of identification).

Type of ID Reviewed: Driver's License State ID Passport Birth Certificate Social Security Card

Verified By: _____
 Name of Verifying Employee (Please Print) Signature Date

School/Organization Telephone Number

Attach photocopy of ID(s) reviewed and return this form to the Cambridge Public Schools Office of Human Resources for processing. (Rev. 05/2012)