

STAFF VERIFICATION	Date	Verifying Signature
CORI Authorization		
SORI Authorization		
NBC Authorization		
Government ID (copy)		
W9		



**BOYS & GIRLS CLUBS
OF BOSTON**

Club: _____

Volunteer Role/Area: Junior Staff

JUNIOR STAFF INTAKE FORM

Photocopy of a government ID, a W9, and 3 references are required with this form

PLEASE PRINT NEATLY

Legal Last Name:		Legal Middle Name:		Legal First Name:	
Pronouns:		Gender:		Race:	
Social Security Number [required] (xxx-xx-xxxx):		Birth Date:			
Email:		Phone:			
Current Address:		City:		State:	
		Zip Code:			
Father's Full Name:			Mother's Full Name		
Emergency Contact:			Emergency Contact Phone:		

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT

*BOYS & GIRLS CLUBS OF BOSTON 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, or current licensees. As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **BOYS & GIRLS CLUBS OF BOSTON** 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 **BOYS & GIRLS CLUBS OF BOSTON** with written notice of my intent to withdraw consent to a CORI check. I also understand, that **BOYS & GIRLS CLUBS OF BOSTON** may conduct subsequent CORI checks within one year of the date this Form was signed by me. By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 1 of this form is true and accurate.*

Volunteer Application

Applicant Signature

Date

COMMONWEALTH OF MASSACHUSETTS – SEX OFFENDER REGISTRY BOARD (SORI)

M.G.L. c. 6, § 178I All requests for sex offender information will provide a report that includes the following information: whether the person identified is a sex offender with an obligation to register, the offense(s) for which the offender was convicted or adjudicated, and the date(s) of the conviction(s) or adjudication(s). Please be advised that the law only permits the public to receive information on sex offenders required to register and finally classified by the Board as a level 2 (moderate risk) or level 3 (high risk) offender. Therefore, information is not available to the public if the identified individual is a level 1 (low risk) offender or if he/she has not yet been finally classified by the Board. All requests shall be recorded and kept confidential, except to assist or defend in a criminal prosecution. By signing below, I provide my consent to a SORI check and affirm that the information provided on Page 1 of this form is true and accurate.

Applicant Signature

Date

AUTHORIZATION TO OBTAIN NATIONAL BACKGROUND REPORT

I hereby authorize Boys & Girls Clubs of Boston and/or Verified Volunteers to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. I release Boys & Girls Clubs of Boston and/or Verified Volunteers and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regard to the information obtained from any and all of the above referenced sources. I understand that any offer of employment and/or continued employment and/or volunteer role is contingent on a satisfactory background investigation. As an applicant or employee, I understand that an initial and annual check may be conducted. I also understand that this form will not be kept in my permanent file if I am employed. By signing below, I provide my consent to a background check and affirm that the information provided on Page 1 of this form is true and accurate.

Applicant Signature

Date

BOUNDARIES & EXPECTATIONS

Under no circumstances should a junior staff: communicate with members outside the club; exchange personal contact or social media information; have romantic relationships with members, parents, colleagues, or vendors; provide childcare for members outside of the club; engage in any physical contact with members that is intimate, non-consensual, or compromises the physical and/or emotional safety of the member; rough house with a member; wear clothing that is inappropriate or contains profane language or obscene images; use personal cell phones while volunteering except as a resource; find themselves alone with youth at any time. Junior Staff should; serve as eyes and ears for the organization working towards the safety and protection of our youth; seek to have positive interactions with members while at the club. By signing below, I acknowledge that I understand and will adhere to these boundaries. **Technology:** Junior Staff should never use staff computers without express permission from the staff member. **Junior Staff should never:** engage in any activity that is illegal under local, state, federal or international law while utilizing BGCB-owned resources; use technology for anything other than BGCB business; use cloud services outside of BGCB's network; transmit abusive, profane, or offensive language or content through the system; utilize peer-to-peer file sharing programs; copy copyrighted materials; export software or technical information; introduce malicious software to the system; effect security breaches or disruptions of network communication; engage in any form of harassment online or through email; forge email information; send unsolicited broadcast emails; send any sensitive information in an unencrypted email; utilize social media or use BGCB property for blogging; attribute personal beliefs to BGCB; reference members by name, in photographs, or other images; record conversations with employees, volunteers, members, or families without the express consent of the other party. **Confidential data:** Junior Staff as a result of their work with BGCB may be and become holders of confidential and/or personal data. Junior Staff reasonably assures the confidentiality of any such data in accordance with all applicable laws and regulations and shall not disclose to any third party or otherwise disseminate or publish any data provided without the informed consent of BGCB. **Use of Facilities:** The Junior Staff is required to make sure the facilities are returned after each use in the same condition as upon arrival. **Use of Materials Created:** Any creative works, written information, data, policies or materials created as a result of the work provided by the Junior Staff shall be the property of BGCB unless otherwise agreed in writing by BGCB and Junior Staff. By signing below, I acknowledge that I understand and will adhere to these policies, and certify that I understand that any misuse of BGCB property, or breaking of these rules may result in an investigation followed by appropriate action

Applicant Signature

Date

Parent or Guardian – if applicant is under 18

Volunteer Application

Legal First Name:	MI:	Legal Last Name:
Email:	Phone:	

By signing below, you are authorizing us to do a background check on your child for employment or volunteering purposes.

Parent Signature

Date