

LENOX PUBLIC SCHOOLS

Kimberly Merrick, Ed.D, Superintendent
Henry C. Maimin, School Business Administrator
Ellen Farris, Director of Student Services



LNXP S CH 385 G

CORI REQUEST FORM

The Lenox Public Schools has 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 for the position of _____, I understand that a criminal record check will be conducted for conviction, 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.

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

Applicant / Employee Signature

Date

APPLICANT / EMPLOYEE INFORMATION

PHOTO ID REQUIRED – please attach a copy of your driver's license

Please type or print

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME/ALIAS: _____

*ID Theft Index PIN _____
(if applicable)

CURRENT
ADDRESS: _____

Street

City

DATE OF BIRTH (MM/DD/YY): _____ PLACE OF BIRTH: _____

SOCIAL SECURITY NO.: _____ - _____ - _____ MOTHER'S MAIDEN NAME: _____

SEX: _____ HEIGHT: _____ ft. _____ in. WEIGHT: _____ EYE COLOR: _____

DRIVER'S LICENSE NUMBER: _____ ISSUING STATE: _____

REQUESTED BY: _____
Amy Noble Novitsky, Executive Assistant, Lenox Public Schools

Non-discrimination and equal opportunity are the policy of the Lenox Public Schools in all of its educational programs, activities, and employment practices. No person shall be discriminated against or excluded from participation or workplace advancement on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, limited English proficiency, housing status, or disability.