

Sample Questions and Statement of Suitability for Employment/Volunteer Applications

The application form may also include the following:

- Full name and any prior names used by the applicant, including any legal name changes;
- Current and previous address;
- All previous work and volunteer experiences;
- Professional credentials or licenses held (relevant to the position being sought);
- A request for disclosure of criminal history, reported and supported allegations of child abuse and/or disciplinary actions taken by a licensing or certifying authority including;
 - Disclosure of prior job loss due to inappropriate contact or conduct with children or youth
 - Disclosure of prior school suspension or expulsion (as a student) due to inappropriate contact or conduct with children or youth
 - NOTE: Many organizations also make it clear that after an applicant is hired, it is expected that subsequent arrests or criminal convictions while a member of the organization will be immediately disclosed
- If no criminal history is disclosed, applicant signature on a statement (referred to as a Statement of Suitability) that certifies the applicant knows of no reason that would prevent them from working safely with children and youth;
 - SAMPLE: *I hereby affirm that my answers to questions on this application are true and correct, and that I have not knowingly withheld any fact or circumstances that would, if disclosed, affect my application unfavorably, or prevent me from working safely with children and youth.*
- List of personal and professional references (see the section on reference checks for more information)
- Consent for contacting references and a signed Authorization Form allowing the organization to perform a criminal background check (See MA CORI and SORI Authorization Forms below) and;
- A clear statement that any information provided by the applicant that is later determined to be misleading or false may preclude the applicant from further consideration (or subject them to termination if the information is discovered after hire).
 - SAMPLE: *I understand that any false or misleading information submitted in this application is cause for denial of this application or termination of my employment or volunteer services regardless of when or how discovered and that my services are subject of (the organization's) review and the completion of a criminal history check.*