

**BSW Child Welfare Education Program
Application Form**

Last Name: _____ First Name: _____

ASU ID: _____ Social Security #: _____

ASU e-mail address (if applicable): _____

Secondary e-mail address: _____

Primary Ph#: _____ Secondary Ph#: _____

Physical Street Address: _____

City, State, Zip: _____

Mailing Address (if different from physical address): _____

City, State, Zip: _____

Education

College Credits have you earned to date: _____ College Credits currently underway: _____

Currently attending: _____ ASU

_____ Community College or other University: _____

What will be your primary level of enrollment?

_____ part-time student

_____ full-time student

Which campus will you be attending?

_____ Phoenix Downtown Campus

_____ Tucson Campus

Where did you take or will you take the following pre/co-requisites for SWU 303, Human Behavior in the Micro Environment; and what grades did you receive in these courses (if you are currently taking these courses, please write, "in progress")?

	Name of Institution	Grade
Introduction to Social Work		
Social Service Delivery Systems		
Foundations of Social Work Practice		

What semester/year did you take or will you take SWU 303, Human Behavior in the Micro Environment (e.g. Fall 2013 or Spring 2014)?

_____ Semester _____ Year

When do you anticipate being in field (SWU 412 and SWU 414; please provide your best estimate)? Please note that students in the Child Welfare Education Program must do their two semesters of field as consecutive semesters; either as a Fall/Spring placement or as a Spring/Summer placement.

_____ Semester _____ Year

_____ Semester _____ Year

When do you anticipate graduating (please provide your best estimate)?

_____ Semester _____ Year

BSW Child Welfare Education Program Curriculum Requirements

Please initial each statement below indicating your understanding of the requirements of the Child Welfare Education Program.

_____ I understand that all students in the Child Welfare Education Program must be admitted to the BSW Professional Program and graduate with a Bachelor of Social Work degree. I further understand that I must have at least a 2.75 GPA in my Social Work courses and a minimum of a C grade in SWU 171, 291, 295, 303, and 310 in order to be admitted to the BSW Professional Program.

_____ I understand that all Child Welfare Education Program students are required to take SWU 442, Introduction to Practice with Children and Families in Child Welfare as their senior year selective and that this selective is only offered in the Fall and Spring semesters at the Phoenix campus and in the Spring semester at the Tucson campus.

_____ I understand that all BSW Child Welfare Education Program students are required to complete their field placement at either an ASU Child Welfare Education Unit or with a DCS field instructor. I understand that I must maintain communication with the Program of when I plan on entering field so that they can plan for my DCS placement.

_____ Phoenix campus students: I understand that the current ASU Child Welfare Education Units are in the West Valley and Central Phoenix, and that there is a high likelihood that I will be placed in one of these units. If I am not placed in one of those units, I

understand that my field placement could be anywhere in Maricopa county. There are no guarantees that my field placement will be in close proximity to or a short commute from my home.

Tucson campus students: I understand that my field placement could be anywhere in Pima county. There are no guarantees that my field placement will be in close proximity to or a short commute from my home.

_____ Phoenix campus students: I understand that the normal field hours for BSW students are Mondays and Wednesdays from 8 a.m. to 5 p.m. and that most all DCS units perform their work during normal business hours. I understand that there is no guarantee that a field placement will accommodate alternative hours. I also understand that there may be mandatory trainings for field that will take place during normal field hours regardless of the field hours I am working with my field instructor. If I am placed in an ASU Child Welfare Education Unit, I understand that, for the most part, I will be expected to be in my field placement from 8 a.m. to 5 p.m. on Mondays and Wednesdays, regardless of my commute time.

Tucson campus students: I understand that if I am able to be placed in the Tucson Child Welfare Education Unit, my field hours will be altered to accommodate activities and trainings with the MSW students in the unit and that I would be informed of what the expected hours would be prior to entering this placement. If I am unable to accommodate these hours, I will be placed with a DCS Field Instructor and will create my field schedule with my instructor.

All students: If a placement is available at an after-hours unit, this placement will be offered first to current DCS employees.

_____ Phoenix campus students: I understand that I may do a Fall/Spring field placement or a Spring/Summer field placement. I may not do a Spring/Fall placement.

If I do a Spring/Summer Field Placement, I will not follow the School's calendar for field. Rather, I will continue to be in field on Mondays and Wednesdays during the two week break between the Spring and Summer semesters. I will then remain in field on Mondays and Wednesdays throughout the Summer until the end of Summer B Session. Summer field students take an incomplete in field, as the SSW's calendar has field ending at the end of Summer C Session. This incomplete will be cleared by the end of Summer B Session, in time for students to graduate in August. The incomplete will not interfere with scheduling other classes or impact students' GPAs. Additionally, the School requires students to take Integrative Field Seminar (SWU 415) concurrently with their second semester of field. This class is only taught as an all-day class on Fridays in Summer Session C.

Tucson campus students: I understand that Tucson students may only enter field in the Fall and do a Fall/Spring placement.

_____ I understand that my field placement at DCS will entail DCS job functions that require travel. I have or will have access to reliable and safe personal transportation while I am at my field placement.

- _____ I understand that I will be expected to make academic progress, and to graduate in a timely manner.
- _____ I understand that in most situations, if I fail a class the program paid for, and retake it during a semester in which I am taking less than 7 credits, I will have to pay for the retake.
- _____ I understand that I should withdraw from classes I do not intend on completing PRIOR to 100% tuition reimbursement deadline, or that I, personally, will be charged for these courses.
- _____ I understand that the Scholarship will only pay for classes which are on my Program of Study for a BSW degree.
- _____ I understand that I must pass a driving record check each semester and that I should maintain good driving habits. I agree to providing a copy of my driving record, which can be obtained from the DMV, prior to the start of each semester. (Please note: students should not have 8 points or more over the course of the past 12 months on their driving records at any time while they are in the program.)

DCS Work Requirements

The following are a few of the DCS Work Requirements. Students should be aware of these work requirements and be able to meet them upon employment with DCS. Please initial each statement indicating that you understand the requirement.

- _____ I understand that I must be a U.S. citizen or have a work visa/green card that would allow me to meet the work commitment at DCS upon graduation.
- _____ I understand that I must be able to pass a Central Registry check (Please note: individuals who have had a substantiated report of child abuse or neglect against them as a parent/care-taker in the past 18 years will generally NOT pass this check).
- _____ I understand that I must be able to obtain and maintain an Arizona Department of Public Safety Level I fingerprint clearance card. (Please note: individuals who have been convicted of a DUI in the past five years, of a crime against a child, or of a felony may NOT be able to get a clearance card, additionally, if a person is charged with a crime or DUI while in possession of a clearance card, the card may be revoked.)
- _____ I understand that by the time of my employment at DCS, I must have a valid AZ driver's license, auto insurance, and regular access to a vehicle capable of safely transporting at least two other people in addition to myself.
- _____ I understand that I must be able to pass a driving background check and maintain good driving habits. (Please note: students should not have 8 points or more over the course of the past 12 months at the time they apply to DCS).
- _____ I understand that I must be able to pass the hiring screening at the time of my application for employment to the department, and that acceptance into the Child Welfare Education Program does not guarantee being able to be hired at DCS.

_____ I understand that DCS will choose my employment location based on the needs of the Department. There is no guarantee that I will not have to relocate to another area of the state or that if I do not have to relocate, that the office I'm assigned will be in close proximity to or a short commute from my home. If I am placed in rural region I may have to be available for after-hours duties. Furthermore, DCS will choose my position type based on the needs of the agency. I may be placed in a DCS Specialist position doing investigations, on-going, a combination of both, adoptions or any other DCS Specialist position.

Essential Functions of the DCS Specialist Position

The following are some of the essential functions of a DCS Specialist. While not being able to fulfill all of the essential functions does not automatically rule out any applicant, if you cannot fulfill any of the essential functions, please note this on a separate document so that DCS can ascertain whether reasonable accommodations can be made.

- the ability to visually assess the condition of a child and his/her home environment
- the ability to conduct home visits (including those homes that are not wheelchair accessible)
- the ability to use a computer and learn computer programs
- the ability to interview children and adults proficiently in English
- the ability to write competently in English

Please initial the statement below:

_____ I have read the essential functions of the DCS Specialist Position and can perform the essential functions of the DCS Specialist without accommodations. OR If I need reasonable accommodations, I have attached a separate page describing these accommodations.

Contractual Requirements

Please initial the statements below indicating your understanding of your contractual responsibilities if you enter the BSW Child Welfare Education Program and sign the contract with DCS.

_____ I understand that if I am awarded a Child Welfare Scholarship, I will be contractually obligated to work full-time at the Department of Child Safety in a case carrying capacity in Arizona for up to two years upon my graduation from the BSW Program. If I intend to continue my education in the MSW program, I have read and understand the information contained under the "Continuing on to the MSW Program" link on the website, which states that I will NOT be permitted to postpone my work commitment until after an MSW program.

_____ I understand that if I accept the BSW Child Welfare Scholarship and do not fulfill my work commitment to DCS, I will be required to pay back (at a pro-rated amount) the money that was invested in my education to the Arizona Department of Child Safety.

DCS Fit

The purpose of the BSW Child Welfare Education Program is to recruit and educate competent social workers who desire to pursue a career in child welfare. The work of public child welfare is both rewarding and challenging. We encourage all potential Child Welfare Education students to gain as much insight as they can about the work of DCS and their personal fit to that work in order to: 1) meet the purpose the Child Welfare Education Program, that of providing DCS with competent workers who are prepared to provide services to highly vulnerable children and families; and 2) ensure that the investment in your education does not pose an undue burden on you if you are ultimately unable to work at DCS and are required to pay back the scholarship money received.

Please check all the resources you utilized to explore the field of child welfare from the list below.

Mandatory for All Applicants (available on the CWEP website):

- viewed the AZ CPS Realistic Job Preview
- read the Myths of CPS Work document
- completed and considered the CPS Fit Checklist document

Suggested:

- shadowed an ASU Child Welfare Education Program staff member.
- read the FAQs regarding Child Welfare students and CPS (on the CWEP website)
- visited and explored the DCS website
- other (please identify: _____)

Application Materials Checklist

Please initial each item below indicating that you have included this document with your application.

- Application Form
- Personal Statement that addresses: 1) My interest in working in the field of child welfare; 2) My experience in working with vulnerable children and families; 3) My understanding of the roles and responsibilities of DCS Specialists (case managers/investigators) at the Department of Child Safety (DCS) and my understanding of the kinds of things I would be doing as a DCS Specialist (case manager/investigator); 4) My strengths in being a DCS Specialist; 5) Challenges I may face in being a DCS Specialist; 6) My understanding of the commitment to work for DCS upon graduation; 7) Additional information I would like you to know

about me that I believe is important in considering my application for this program.

Please be sure that your **full name** is on each page of your personal statement

_____ Resume noting applicable employment history and volunteer history. Please include your volunteer experience you completed for your Social Service Delivery Systems class (if applicable) or any other class that required a volunteer placement. Please be sure your **full name** is on each page

_____ Unofficial transcripts from recent colleges/universities (please include transcripts from **ALL** institutions with courses that you intend to transfer to ASU for credit and/or transcripts from all institutions with courses that will be applied to your BSW degree. Please note that you must include transcript(s) that include the pre/co-requisites for SWU 303: Introduction to Social Work, Social Service Delivery Systems, and Foundations of Social Work Practice (taken at ASU or other colleges or universities).

_____ Plan of study. Please include your most recent plan of study or academic plan from an academic advisor. This plan should include when you plan on being in field (SWU 412 and SWU 414).

_____ Consent for full Access to Educational Records (available on the CWEP website)

_____ State of Arizona Application for Employment (available on the CWEP website)

_____ Direct Service Position Job Supplement Part I (available on the CWEP website)

_____ Direct Service Position Job Supplement Part II (available on the CWEP website)

_____ Certificate of Criminal Offense (Available on the CWEP website; please be sure this document is notarized)

_____ A copy of **BOTH** sides of your Level One fingerprint clearance card **IF** it was issued after 9/17/07 along with a copy of your social security card on the **SAME PAGE**; **OR** a copy of your completed fingerprint application form (you can obtain an application form from Jama Sandoval when you return this application).

_____ A copy of your driving record that is inclusive of at least the past 36 months. Students with AZ driver's licenses can obtain this information from:
<https://servicearizona.com/motorVehicleRecord>
The cost for this service through the website is \$3.00. If you have an out-of-state driver's license, you should consult your state's department or division of motor vehicles in order to get a copy of your driving record.