BSW CWEP Application Instructions

Applications are accepted in the Fall for those who plan on entering the program in the Spring and in the Spring for those who plan on entering the program the following Fall.

To be eligible to apply, students must have already taken or will be concurrently taking SWU 303 (Human Behavior in the Micro Social Environment) at the time of their acceptance into the program.

The application consists of:

1) completed application form
2) personal statement
3) current resume
4) transcripts
5) the five completed forms
6) fingerprint clearance card materials
7) driver’s license record

Personal Statement

In three pages to four pages (double spaced, one inch margins) write a personal statement which reflects:

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 roles and responsibilities of 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. If Applicable - Additional information I would like you to know about me that I believe is important in considering my application for this program.

Resume

A current copy of your resume which includes each of the following:

1. Educational experience
2. Employment & professional experience
3. Volunteer experience (be sure to include your volunteer placement you completed for your Social Service Delivery Systems class, if applicable)

Transcripts

Please include a copy of your transcripts (unofficial is fine) 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. You must include transcript(s) that include the pre/co-requisites for SWU 303 (if applicable): Introduction to Social Work, Social Service Delivery Systems, and Foundations of Social Work Practice (taken at ASU or other colleges or universities).
Complete and include the following Forms:

- **Certification of Criminal Offense** (Adobe Acrobat form, signature must be witnessed by a notary public)
- **Direct Service Job Supplement Part I** (check "All Child Protective Services Classifications" under DCYF on page 2)
- **Direct Service Position Job Supplement Part II**
- **Consent for Full Access to Education Records**
- **State of Arizona Application for Employment**

**Fingerprint Clearance Card Materials**

- If you already have a valid, Level One fingerprint clearance card from the State of Arizona Department of Public Safety that was issued after 9/19/07, please make a copy of BOTH sides of the card along with a copy (all on the same page) of your social security card. If your card was issued before 9/19/07, then you will need to apply for a new card (see below). Please note that just being fingerprinted for previous employment or volunteer activities does not mean you have a Level One fingerprint clearance card. If you do not have a white plastic card, the size of a credit card, issued from the Arizona Department of Public Safety, you do NOT have a Level One fingerprint clearance card.

- If you do not have a valid, Level One fingerprint card, you will need to apply for one. Please contact Jama Sandoval (Jama.Sandoval@asu.edu) to obtain the necessary forms and instructions for obtaining the card. Once you have completed the application form and have been fingerprinted, your CWEP Application can be considered (you will not have to wait until you actually receive the card). Please note: 1) you MUST use the fingerprint application form supplied by our Program, 2) you must be fingerprinted at an Office of Special Investigations, and 3) that you will NOT have to pay for the fingerprinting process.

**Driver’s License Record**

A copy of your driver’s license record needs to be included. The record needs to be inclusive of at least the past 36 months. Students with AZ driver’s licenses can obtain this information from: [https://servicearizona.com/motorVehicleRecord](https://servicearizona.com/motorVehicleRecord)

The cost of obtaining the record through the website is $3.00. This fee is payable directly to the site.

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 driver’s license record.

**Deadlines & Submission Instructions**

**Deadline - Oct. 9, 2015** - Students who are eligible to enter the CWEP as of Spring 2016, should apply by this deadline. This would be students who have already taken SWU 303 by Spring 2016, or will be taking SWU 303 in Spring 2016.

Please submit all application materials in one complete packet. Please note that we must have your original signatures on the forms, so we cannot accept those documents electronically.

You may mail the materials to:

Jama Sandoval  
Arizona State University  
School of Social Work  
Mail Code 3920  
411 N. Central Ave., Suite #800  
Phoenix, AZ 85004-0689
You may drop off the materials to Jama Sandoval at:
Rm. 846 of the University Center (UCent Building)
ASU Downtown Campus
411 N. Central Ave., Phoenix

Questions or concerns can be directed to Jama Sandoval or Tonia Stott at:

- Jama.Sandoval@asu.edu
- 602-496-0486

OR

Dr. Tonia Stott at:

- tonia.stott@asu.edu
- 602-496-0077

Secondary Application Instructions:
Students who are not admitted into the BSW CWEP may apply a second time. To apply a second time:

1. Notify Jama Sandoval of your intent to submit a secondary application. She will pull your DES forms and fingerprint materials from your first application file.

2. Contact Tonia Stott and ask her to identify the primary concerns relating to your application and/or interview.

3. Engage in activities to minimize or resolve those concerns. For example, students could work with the writing center to improve writing proficiency, they could shadow our Child Welfare Education Unit staff to better understand the work of DCS, or they could work with the Career center to improve interviewing skills.

4. Resubmit your application materials by the next regular application deadline. You must submit a revised application form. If nothing on your resume has changed, you may submit the same resume. You may, also, if you choose, submit the same personal statement, if writing competency was not noted as being an area for improvement. If, however, writing competency was noted as needing improvement, the personal statement must be re-written.

5. Submit an additional Secondary Application Statement that addresses what you have done to address the concerns from your first application and/or interview.