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:  ______________________________________________________

How did you hear about this program (Check ALL that apply)?

_____ in a Community College class, identify the class: ____________________________

_____ in a class at ASU, identify the class: ________________________________

_____ at a Career Fair or conference, identify the location of the event: ________________

_____ from a friend or colleague

_____ through the School of Social Work’s website

_____ from an electronic announcement in the lobby of the School of Social Work

_____ from an email announcement to students in the School of Social Work

_____ through my advisor at a Community College or ASU

_____ through a tour or event associated with an ASU visit or field trip

_____ from a flyer or brochure

_____ through the ASU scholarship database
**Education**

| Number of College Credits you have earned to date: |  |
| Number of College Credits currently underway: |  |

What University/College are you currently attending?

_____ ASU or _____ Community College or other University: _____________________

From which universities or colleges will you be transferring credits to ASU? (please list in the table below):

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<th>Name of Institution</th>
<th>Location</th>
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<th>Name of Institution</th>
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What is your current overall GPA (GPA from all your college courses)?

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What is your current Social Work GPA (GPA from your Social Work classes, if you do not yet have any final grades in any Social Work classes, write, “in progress”)?

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Where did you take or are you taking the following Social Work courses and what grades did you receive in these courses (if you are currently taking these courses, please write, “in progress”)?

<table>
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<th>Name of Institution</th>
<th>Grade</th>
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<td>Introduction to Social Work</td>
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<td>Social Service Delivery Systems</td>
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<td>Foundations of Social Work Practice</td>
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What will be your primary level of enrollment at ASU?

_____ part-time student or _____ full-time student

Which campus will you be attending?

_____ Phoenix Downtown Campus _____ West Campus _____ Tucson Campus
What semester/year did you take, are you taking, or will you take SWU 311, Integrative Social Work Practice?

_____ 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 advanced in the BSW Program and graduate with a Bachelor of Social Work degree. I agree that I will maintain an overall GPA of at least a 2.0 and a Social Work course work GPA of at least a 3.0. I further agree that I have or will have at least a C in the following critical Social Work courses: SWU 171, 291, 295, 311, 312, 306, 303, 340, 374, 410, 412, 413, 432, 442, 411, 414, and 415.

_____ 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 will only be offered in the Fall and Spring at the Phoenix campus and only in the Spring at the Tucson campus.

Phoenix campus students should plan to take this class concurrently with their first semester of field. Phoenix campus students who are part-time and need to take SWU 442 in their second semester of field must have this approved in advance by the Course Instructor and Program Coordinator.

I further understand that there will only be one section of 442 offered each semester and that 442 is taught during the day. No night classes will be offered.

_____ I understand that all BSW Child Welfare Education Program students are required to complete their field placement (internship) at either an ASU Child Welfare Education Unit (CWEU) or with a DCS field instructor and that almost all students will be place in a CWEU.
Phoenix campus students: I understand my field placement could be located anywhere in Maricopa County and that 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 and that 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 expected field hours for BSW students are Mondays and Wednesdays from 8 a.m. to 5 p.m. and I am prepared to be in field during this time. The only exception to the requirement for field hours is for current DCS employees. Students in the program who are current employees could be placed in an alternative field placement such as at the After-Hours unit.

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.

_____ Phoenix campus students: 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 the 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 the Summer B Session, in time for students to graduate in August. The incomplete will not interfere with scheduling other classes or impact students’ GPAs. I understand that I may not do a Spring/Fall field placement.

Additionally, I understand that the School requires students to take Integrative Field Seminar (SWU 415) concurrently with their second semester of field. So, if I am in a Spring/Summer placement, I must take SWU 415 in the summer. 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 personal transportation when I will be 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 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, as requested by the CWEP or DCS. (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.)

_____ I understand that I must maintain a Level 1 DPS Fingerprint Clearance Card and that getting a DUI or a drug possession or paraphernalia charge (even for marijuana) could result in my fingerprint clearance card being revoked. I understand that while recreational marijuana use is legal in other states, it is not legal in the state of AZ. Being arrested for the use of the drug, or for the possession or transportation of the drug or paraphernalia will most likely result in being removed from the CWEP.

_____ I understand that being accepted into the Child Welfare Education Program does not guarantee me employment at DCS upon graduation. If I am unable to be hired at DCS, I understand that I will have to repay the funds that were invested into my education.

_____ I understand and agree that my field instructor and/or field unit supervisor may be contacted as a reference for my employment at DCS. I give permission for my field instructor to be contacted as a reference even if I do not list my field instructor as a reference on my employment application.

**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 vulnerable adult, 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 strengthen the public child welfare workforce by preparing future child welfare social workers. 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 DCS Realistic Job Preview

_____ read the Myths of DCS Work document

_____ completed and considered the DCS Fit Checklist document

**Optional:**

_____ shadowed an ASU Child Welfare Education Program staff member.

_____ read the FAQs regarding Child Welfare students and DCS (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.

_____ CWEP Application Form (8 page form)

_____ Four Supplemental Forms with original signatures:

1. Consent for full Access to Educational Records (1 page)
2. Certificate of Criminal Offense (4 pages)  
   *(This document must be notarized)*
3. Direct Service Position Job Supplement Part I (2 pages)  
   (on page 2, under the DCYF heading, check the box for “All Child Protective Services Classifications”)
4. Direct Service Position Job Supplement Part II (1 page)
(If you have never had a substantiated allegation write, “NA” in the text box)

_____ DCS Intern Application

_____ 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
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. 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 following courses: Introduction to Social Work, Social Service Delivery Systems, and Foundations of Social Work Practice. These courses must either be in progress at the time of your application or have already been completed.

_____ 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). If you are unable to get an advising appointment before this application is due, please communicate with the CWEP Program Coordinator about the date of your advising appointment. With the approval of the Program Coordinator, you may submit your plan of study as a separate document after the application due date.

_____ A copy of BOTH sides of your Level One fingerprint clearance card 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).

_____ 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.