Dear Applicant:

Thank you for your interest in the Social Work Program at Defiance College. The Program has a long history of training baccalaureate students to become effective, beginning level, social work practitioners. Our curriculum is dedicated to the generalist model and provides the professional foundation required for state licensure and graduate study. Our Social Work Program is accredited by the Council on Social Work Education (CSWE) and has held that accreditation since 1977.

Criteria for admission to the program includes:

1. Sophomore standing and completion of 21 credits in Social Work Pre-Professional Sequence Courses.
2. Have a cumulative grade point average of 2.25 or above.
3. Have a cumulative grade point average of 2.5 or above in Social Work courses completed in the pre-professional sequence or permission of the Social Work Program Director.
4. Complete a written application.
5. Submit a written autobiographical paper.
6. Submit three completed professional reference forms.
7. Transfer students must submit references from a prior agency supervisor and from a faculty based supervisor.
8. Complete the personal disclosure form
10. Read the Defiance College Social Work Program Student Handbook and agree to abide by its contents including the NASW Code of Ethics, the Ohio Code of Ethical Practice and Professional Conduct, and the Policy for Dismissal from the program.
11. Submit an example of a formal written assignment which includes citations. This paper should be one which was an assignment in a class that you have already completed.

Enclosed are the forms you will need to complete for application to the Program. Applicants are responsible for ensuring that all material is returned to the Social Work Program Director. After we receive these completed forms, you will be contacted by the Social Work Department to schedule an interview. Following the interview, the program faculty will review the submitted material, the outcome of the interview, and make a decision regarding your admission to the program.

We look forward to receiving your completed application material. Should you have any questions, please feel free to contact me at extension 2559.

Sincerely,

Jeffrey S. Weaner, MSW
Director of Social Work Program
APPLICATION FOR ADMISSION TO THE
SOCIAL WORK PROGRAM

PERSONAL DATA
Name__________________________________________ Today’s Date________
Other Name(s) Used________________________________ Student ID Number______
Local Address_____________________________________
Permanent Address_________________________________
Cell Phone__________________________ Home Phone________________________ Email________

ACADEMIC DATA
Academic Advisor_____________________________________
Cumulative GPA at Defiance_________ Anticipated Graduation Date____________________
Were you enrolled in a social work program at another college or university?______ If so, please attach a copy of your transcript.

Check the professional sequence courses you have completed and record the grade you received. Place an “E” next to courses for which you are currently enrolled:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life in Society</td>
<td></td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Work</td>
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<tr>
<td>Infancy and Childhood</td>
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<tr>
<td>Adolescence and Adulthood</td>
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<tr>
<td>Abnormal Psychology</td>
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<tr>
<td>Marriage and family</td>
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<tr>
<td>Cultural Diversity</td>
<td></td>
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<tr>
<td>Behavioral Statistics</td>
<td></td>
</tr>
<tr>
<td>Social Problems</td>
<td></td>
</tr>
<tr>
<td>Interviewing/Interpersonal Com</td>
<td></td>
</tr>
</tbody>
</table>

What is your GPA for the social work courses you have already taken?___________

EXPERIENCE
Please describe any social work related experience, such as volunteer work or employment in agencies, schools, churches, or clubs.

<table>
<thead>
<tr>
<th>Name of the agency or institution, Supervisor’s name, address and phone number</th>
<th>Description of Experience</th>
<th>Dates/Hours</th>
<th>May We Contact?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer or paid (circle one)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AUTOBIOGRAPHY

Please attach a brief autobiography, typed and double spaced, highlighting events and experiences which enhanced your motivation to choose social work as a major. Include the following:

A. Describe experiences in family life and the family relationships that have significantly affected your personal growth and development?

B. Summarize your values, i.e., what is important to you. What influence might your values have in your development as a professional social worker?

C. What are your personal life goals? How does your interest in social work as a career option fit these goals? What supports do you have for achieving these goals? What barriers?

D. What interests, hobbies or leisure activities do you enjoy? To what extent have you participated in campus or civic organizations?

E. What do you believe to be your strengths? What attributes will contribute to your effectiveness as a social worker?

F. Identify areas in your life you want to target for additional personal and professional growth and development.

REFERENCES

Please submit the names of three persons, other than family members, who know you well. Consider an employer, teacher, supervisor, clergy member, or academic advisor. Complete the top portion of the reference forms provided and send the form to your reference with a stamped return envelope addressed to: Social Work Program Director, Defiance College, 701 N. Clinton St., Defiance, OH 43512.

1. _________________________________________________________________________________________

2. _________________________________________________________________________________________

3. _________________________________________________________________________________________

SIGNATURE

In signing this form, I verify that the information provided in this application is truthful and correct.

I verify that I have read the Ohio Code of Ethical Practice and Professional Conduct for Counselors and Social Workers and agree to abide by it. I understand the eligibility requirements for licensure in the State of Ohio. I further understand that any prior record involving moral turpitude may, at the Board’s discretion, render me ineligible for licensure.

I have read the Social Work Program Student Handbook and understand the Program policies and procedures including: Levels of Acceptance, Termination Policy, Grievance Policy, Field Placement requirements, and agree to abide by the NASW Code of Ethics.

Signed _________________________________ Date _____________________
REFERENCES FOR ADMISSION
TO THE SOCIAL WORK PROGRAM

APPLICANTS: Complete this section of the form before asking someone to complete the reference below. Please enclose a self-addressed, stamped, return envelope for those who must mail in their reference for you.

Applicant’s Name (Printed) __________________________________________ Date __________

The Family Educational Rights and Privacy Act of 1974 provides the student with a right of access to this reference form. This right may be waived, but no school or person can require the student to waive this right. Check and sign one of the following statements.

☐ I waive my right to review of this recommendation. ☐ I do not waive my right to review of this recommendation

Applicant’s signature __________________________________________ Date __________

INSTRUCTIONS:
The student who provided you with this recommendation form is applying to be a social work major. In addition to a minimum GPA, qualified candidates must demonstrate strong potential as a professional social worker. Please assist them with this process by providing the necessary information.

Please review the applicant’s strengths and weaknesses in the following areas:

- Personal Character/ Integrity  ☐ Poor  ☐ Fair  ☐ Good  ☐ Excellent  ☐ Not Known
- Emotional Maturity/Stability  ☐ Poor  ☐ Fair  ☐ Good  ☐ Excellent  ☐ Not Known
- Willingness to serve others  ☐ Poor  ☐ Fair  ☐ Good  ☐ Excellent  ☐ Not Known
- Past service involvement  ☐ Poor  ☐ Fair  ☐ Good  ☐ Excellent  ☐ Not Known
- Interpersonal skills  ☐ Poor  ☐ Fair  ☐ Good  ☐ Excellent  ☐ Not Known
- Sensitivity to cultural differences  ☐ Poor  ☐ Fair  ☐ Good  ☐ Excellent  ☐ Not Known

To what capacity have you known the applicant? __________________________________________

How long have you known the applicant? __________________________________________
To what extent do you feel that you know the applicant?

_____ Very Well     _____ Moderately Well     _____ Not Very Well

Please comment generally regarding your estimate of this candidate’s probability of success in the field of social work.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Based on my knowledge of the applicant, I would:

_____ Recommend this student for admission to the social work program

_____ Not recommend this student for admission to the social work program

_____ Recommend additional screening (please explain below)

Explanation of recommendation or additional comments: __________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Signed: ____________________________ Date: ____________________________

Name Printed: ____________________________ Title: ____________________________

Organization: ____________________________________________________________

Address: ____________________________ Phone ____________________________

Thank you for your time.

Please mail this form to:  Social Work Program Director
Defiance College
701 N. Clinton St.
Defiance, OH  43512
Disclosure of personal information is necessary to determine suitability of students for agency field placement settings. This includes questioning about the following: (a) conviction of any felony or misdemeanor that involved bodily harm to another or involved a threat to the well-being of another; or (b) violations of a profession’s ethical standards or code of conduct. Many field agencies require a criminal background check. Conviction of a felony or misdemeanor may also affect one’s ability to be licensed by state boards. It is believed such decisions are made on an individual basis, based upon such factors as types and severity, frequency and patterns, and successful treatment and rehabilitation.

Criminal History:
Have you ever been convicted of a violation of any local, state, federal, Canadian or international law (not including traffic violations or juvenile offenses)?

_____No  _____Yes

If Yes, please explain:
___________________________________________________________________________
___________________________________________________________________________

Applicants with a criminal history must submit documentation surrounding the incidents and court rulings. Failure to report a criminal history will lead to automatic denial for admission or removal from the social work program.

Professional License:
Have you ever had a professional license suspended or revoked?

_____No  _____Yes

If Yes, please explain:
___________________________________________________________________________

Applicants with a history of having a professional license suspended or revoked must submit documentation surrounding the incidents and judgments. Failure to report a past history of license suspension or revocation will lead to automatic denial for admission or removal from the social work program.
ACKNOWLEDGEMENTS:

I have read and do hereby certify that the information contained above is correct. I understand that a release for information and additional documentation, as specified by the faculty, will be required regarding a criminal history and/or an ethical violation of professional standards.

I understand that failure to report a criminal history or license suspension/revocation will result in denial for admission or immediate removal from the social work program.

I realize a criminal history and/or an ethical violation of professional standards may render me ineligible for future licensure, and accept that neither the Defiance College, the Social Work Program, nor the program faculty will be held responsible.

I understand the Personal Disclosure form will be secured within my student file within the Social Work Program. I am to notify the Program of any future incidents or changes to the current disclosure while enrolled. The form will not be disclosed to persons outside the Program without my written consent.

Furthermore I acknowledge that I have read and agree to adhere to all Policy Statements within the Defiance College Student Handbook, the Social Work Program Student Handbook and Field Manual as well as the NASW Code of Ethics.

Signature: _______________________________ Date: ________________

Read and reviewed with student:

Faculty Signature: _________________________ Date: ________________