

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. Complete a Personal Disclosure Form
8. Participate in an interview with Social Work faculty.
9. 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 Defiance College Standards for Social Work Education.

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 \_\_\_\_\_

Local 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:*

- |                                     |  |
|-------------------------------------|--|
| ___ ___ Life in Society             | ___ ___ Marriage and family            |
| ___ ___ Introduction to Psychology  | ___ ___ Cultural Diversity             |
| ___ ___ Introduction to Social Work | ___ ___ Behavioral Statistics          |
| ___ ___ Infancy and Childhood       | ___ ___ Social Problems                |
| ___ ___ Adolescence and Adulthood   | ___ ___ Interviewing/Interpersonal Com |
| ___ ___ Abnormal Psychology         |  |

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.*

Name of the agency or institution, Supervisor's name, address and phone number	Description of Experience	Dates/Hours	May We Contact?
Volunteer or Paid (Circle One)			

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**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: Standards for Social Work Education, Levels of Acceptance, Termination Policy, Grievance Policy, Field Placement requirements, and the NASW Code of Ethics.

Signed \_\_\_\_\_ Date \_\_\_\_\_



**REFERENCE FOR ADMISSION  
TO THE SOCIAL WORK PROGRAM**

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**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 \_\_\_\_\_

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**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	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Not Known
Emotional Maturity/Stability	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Not Known
Willingness to serve others	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Not Known
Reputation in the community	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Not Known
Past service involvement	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Not Known
Interpersonal skills	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Not Known
Sensitivity to cultural differences	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> 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.*

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*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:* \_\_\_\_\_

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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

# Defiance College Social Work Program

## PERSONAL DISCLOSURE

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:

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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:

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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:** \_\_\_\_\_