



COMMUNITY SOCIAL WORK PROGRAM APPLICATION CHECK LIST

Date: _____

Name: _____ Date of Birth: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: Home _____ Work _____ Cell _____

Present Employer/Supervisor/Educational Program: _____

I have provided proof of completion of the following prerequisites:

- official transcripts for all prior secondary and/or post-secondary education,
- grade 12 or equivalent, including English 30 or English 30-1 with a minimum grade of 60%, or English 33 or English 30-2 with a minimum grade of 70%,
- three (3) completed reference forms from previous employment, volunteer work or education experience (ie: teacher, doctor, lawyer, etc.) within the last 5 years. (Note: No Personal References),
- completed, signed Application for Admissions and Student Agreement form,
- completed, signed Criminal Record Check and/or Background Check Waiver form.

PLEASE NOTE:

- A. Previous employment and/or volunteer experience in the human services/social work field would be considered an asset.
- B. A Child/Youth Information Check from Alberta Children's Services and a Criminal Record (RCMP) may be requested (when required by field placement agency).
- C. To qualify for the Community Social Work program, applicants must meet or exceed all of the above requirement and provide all required proof or documentation. Candidates meeting these criteria will be selected on a first qualified, first accepted basis.

Please return this completed checklist and all required documentation to:

Portage College
Admissions
PO Box 417 (9531 – 94th Ave)
Lac La Biche, AB T0A 2C0
Fax: (780) 623-5519



Portage College Community Social Work Program

Reference Form - Section A

To be completed by applicant:

Name of Reference:

(Individual giving reference, not a relative)

Professional/Business Address:

Business Telephone: _____

Occupation (position title):

Relationship to Applicant (employer/supervisor/educator):

As part of the application and selection process you are required to submit three academic or professional references as outlined in the Portage College application check list. Please complete Section A above and give both sections A and B to the individual providing your reference. Have him/her mail the completed reference form directly to Portage College Admissions as specified on Form B.

I AUTHORIZE THE ABOVE TO RELEASE INFORMATION FOR THIS REFERENCE:

Signature of Applicant

Name of Applicant (Printed)



Reference Form - Section B

Confidential

Name of Applicant: _____

Address: _____

The above-named has applied for admission to Portage College's Community Social Work (CSW) Program. Students enrolled in this program are trained for employment in a broad range of private and public social agencies. Students will also be prepared to continue their academic work towards university degrees.

Please provide us with your appraisal of this applicant in each of the following areas:

1. How long and in what capacity have you known the applicant?

2. What employment, volunteer and/or academic experience does this candidate have that is relevant to the field of social work?

3. Interpersonal skills (empathy, listening, giving and receiving feedback, cooperative relations):

4. Employment skills (reliability, responsibility, punctuality, time management, coping with conflict and stress):

5. What strengths does this candidate bring to the field of social work?

6. Writing ability for professional/university requirements.

7. What challenges do you feel this person may have which would hinder him/her from performing effectively in the field of social work?

8. Other:

9. In summary, what is your recommendation regarding the applicant's admission to the Community Social Work Program?

Highly recommended _____ Recommended _____ Uncertain _____

Not recommended _____ Other _____

Please comment on your reasons for your choice.

Thank you for your time and consideration in providing this reference.

In order to avoid delays in making a decision regarding the prospective student's application, please send your reference as soon as possible directly to:

Portage College Student Services Centre
Box 417, 9531-94 Ave
Lac La Biche, AB
(780) 623-5579

Name of Reference: _____

Position: _____

Organization: _____

Address: _____

Telephone: _____

Date _____ Signature _____



Portage College Community Social Work Program

Reference Form - Section A

To be completed by applicant:

Name of Reference:

(Individual giving reference, not a relative)

Professional/Business Address:

Business Telephone: _____

Occupation (position title):

Relationship to Applicant (employer/supervisor/educator):

As part of the application and selection process you are required to submit three academic or professional references as outlined in the Portage College application check list. Please complete Section A above and give both sections A and B to the individual providing your reference. Have him/her mail the completed reference form directly to Portage College Admissions as specified on Form B.

I AUTHORIZE THE ABOVE TO RELEASE INFORMATION FOR THIS REFERENCE:

Signature of Applicant

Name of Applicant (Printed)



Reference Form - Section B

Confidential

Name of Applicant: _____

Address: _____

The above-named has applied for admission to Portage College's Community Social Work (CSW) Program. Students enrolled in this program are trained for employment in a broad range of private and public social agencies. Students will also be prepared to continue their academic work towards university degrees.

Please provide us with your appraisal of this applicant in each of the following areas:

1. How long and in what capacity have you known the applicant?

2. What employment, volunteer and/or academic experience does this candidate have that is relevant to the field of social work?

3. Interpersonal skills (empathy, listening, giving and receiving feedback, cooperative relations):

4. Employment skills (reliability, responsibility, punctuality, time management, coping with conflict and stress):

5. What strengths does this candidate bring to the field of social work?

6. Writing ability for professional/university requirements.

7. What challenges do you feel this person may have which would hinder him/her from performing effectively in the field of social work?

8. Other:

9. In summary, what is your recommendation regarding the applicant's admission to the Community Social Work Program?

Highly recommended _____ Recommended _____ Uncertain _____

Not recommended _____ Other _____

Please comment on your reasons for your choice.

Thank you for your time and consideration in providing this reference.

In order to avoid delays in making a decision regarding the prospective student's application, please send your reference as soon as possible directly to:

Portage College Student Services Centre
Box 417, 9531-94 Ave
Lac La Biche, AB T0A 2C0
780-623-5579

Name of Reference: _____

Position: _____

Organization: _____

Address: _____

Telephone: _____

Date _____ Signature _____



Portage College Community Social Work Program

Reference Form - Section A

To be completed by applicant:

Name of Reference:

(Individual giving reference, not a relative)

Professional/Business Address:

Business Telephone: _____

Occupation (position title):

Relationship to Applicant (employer/supervisor/educator):

As part of the application and selection process you are required to submit three academic or professional references as outlined in the Portage College application check list. Please complete Section A above and give both sections A and B to the individual providing your reference. Have him/her mail the completed reference form directly to Portage College Admissions as specified on Form B.

I AUTHORIZE THE ABOVE TO RELEASE INFORMATION FOR THIS REFERENCE:

Signature of Applicant

Name of Applicant (Printed)



Reference Form - Section B

Confidential

Name of Applicant: _____

Address: _____

The above-named has applied for admission to Portage College's Community Social Work (CSW) Program. Students enrolled in this program are trained for employment in a broad range of private and public social agencies. Students will also be prepared to continue their academic work towards university degrees.

Please provide us with your appraisal of this applicant in each of the following areas:

1. How long and in what capacity have you known the applicant?

2. What employment, volunteer and/or academic experience does this candidate have that is relevant to the field of social work?

3. Interpersonal skills (empathy, listening, giving and receiving feedback, cooperative relations):

4. Employment skills (reliability, responsibility, punctuality, time management, coping with conflict and stress):

5. What strengths does this candidate bring to the field of social work?

6. Writing ability for professional/university requirements.

7. What challenges do you feel this person may have which would hinder him/her from performing effectively in the field of social work?

8. Other:

9. In summary, what is your recommendation regarding the applicant's admission to the Community Social Work Program?

Highly recommended _____ Recommended _____ Uncertain _____

Not recommended _____ Other _____

Please comment on your reasons for your choice.

Thank you for your time and consideration in providing this reference.

In order to avoid delays in making a decision regarding the prospective student's application, please send your reference as soon as possible directly to:

Portage College Student Services Centre
Box 417, 9531-94 Ave
Lac La Biche, AB T0A 2C0
780-623-5579

Name of Reference: _____

Position: _____

Organization: _____

Address: _____

Telephone: _____

Date _____ Signature _____



Documents required:

- Criminal Record Check (RCMP)
- Intervention Record Check (CFSA)
- Other (please specify) _____

I am aware that there is practicum course(s) or session(s) in the program.

I understand that

- ◆ submission of a full criminal record and/or other background check will be required before I will be able to participate in any practicum courses.
- ◆ submission of a full criminal record and/or other background check is a requirement of the agencies hosting the practicum students from Portage College and that the agencies may **reject** any student with an unclear record.
- ◆ the full criminal record and/or other background check must be submitted prior to registration with ACSW.

I understand that

- ◆ an unclear criminal record and/or other background check may prevent me from participating in the practicum course in the program.
- ◆ an unclear criminal record and/or other background check may prevent me from obtaining employment.
- ◆ an unclear criminal record and/or other background check may prevent me from obtaining a license to practice.
- ◆ an unclear criminal record and/or other background check may prevent me from meeting program requirements and obtaining my diploma.

I am aware that if I have an unclear criminal record and/or other background check I will have to:

1. Obtain a full criminal record and/or other background check on my own, at my own expense.
2. Forward the criminal record and/or other background check to the Student Advisor prior to registration or Program Coordinator/Practicum Coordinator after registration.
3. Hosting agency will notify the Program Coordinator/Practicum Coordinator of the decision. The Program Coordinator/Practicum Coordinator will discuss the decision with me.

I am aware that if I am not able to receive permission from the hosting agency to participate in the practicum course at their location, the college will not provide an alternative practicum location and I may be withdrawn from the program.

I understand that if I am withdrawn from the program

- ◆ my academic transcript will show that I was required to withdraw from the program.
- ◆ any refund of tuition will be subject to the tuition refund policy.

The above information has been discussed with me; I enter the _____ program with a full understanding of the possible consequences of unclear criminal record and/or other background checks.

Student Name (print)

Student signature

Date

I have discussed the above with this student.

Program representative
or Designate

Signature

Date



RE: Criminal Record Check or other Background Checks Waiver Form

The Community Social Work program requires you to complete a practicum so it is necessary for you to provide, at your own expense, a recent Criminal Record check and/or other Background check. A signed Criminal Record and/or other Background Check Waiver form must be on your file prior to registration.

Please find attached a copy of the Criminal Record and/or Background Check Waiver form. Read it carefully, sign it and fax to (780) 639-2330 or mail it to:

Portage College Admissions
PO Box 417 (9531 – 94th Ave)
Lac La Biche, AB T0A 2C0
Fax: (780) 623-5519

If you have any concerns or if you require more information, please contact your Student Advisor or Program Coordinator. The College is not responsible for students with unclear records. Such records may result in your inability to

complete program requirements, obtain employment, professional licensing or become a member of a professional association.



Community Social Work Program

Student Agreement

I, _____, agree that if I am accepted into the Community Social Work Program:

I am and have been free from alcohol and substance abuse problems for the past two years.

I will seek professional help for alcohol and substance abuse or for personal problems that may interfere with my successful completion of the program.

I will not be eligible to go out on practicum if I do not maintain an average grade of "D" or better and maintain an acceptable attendance record in every course.

I will undergo an Intervention check prior to practicum when required by practicum agency.

I understand that completion of the Community Social Work Program does not guarantee entrance to university, and it is my responsibility to contact university(s) directly to determine entrance requirements.

Signature

Date