
Awards are contingent upon admission into Portland State University and Portland State University’s School of Social Work. Students in the program will sign an agreement and obtain employment with the Oregon Department of Human Services, Children, Adults and Families upon graduation, in repayment of the tuition assistance.

Please complete and return the following application materials: (Please read through all requirements before starting the process.)

1. Application for Tuition & Educational Support form.

2. Personal Statement of no more than 750 words regarding your reasons for applying for this assistance and how your professional goals align with Child Welfare. (please do not use the “personal statement” submitted with your School of Social Work application.)

3. One copy of your resume.

4. For current DHS staff only: signed DHS Management Team Approval.

5. Two completed Letters of Reference. If you are currently a student in the School of Social Work, it is preferred that one letter of reference be from an instructor in the School. Please note current DHS employees must have their supervisor provide a letter of reference. Your references are being asked to return their letters of reference directly to you in a sealed envelope with their signature on the back over the closed flap. All applicants must include their reference letters with the application packet – DO NOT MAIL SEPARATELY.

6. Signed “Release of Information Consent” to allow members of the PSU/DHS Selection Committee to review your application for admittance to the School of Social Work and your application to the Child Welfare Education Program.

7. Recruits (not employees of Child Welfare) are required to view the realistic job preview video “It's Not Just a Job – A Realistic Preview of a Career in Child Protective Services.” (It will be featured on the website by December 15th).

8. Recruits also must complete the Child Welfare Education Self-Assessment.

Please note: all materials must be submitted together as a packet.

Applications must be POSTMARKED NO LATER THAN February 15, 2012
Please mail all materials to:
Laurie Leasure, Child Welfare Education Program
Market Center Building
Center for Improvement of Child and Family Services
Portland State University
1600 SW 4th Avenue, Suite 400
Portland, OR 97201

Please contact Laurie Leasure, CWEP Program Assistant, for exceptions to the application due date. She can be reached at 503.725.8284 or lleasure@pdx.edu.

Portland State University and the Oregon Department of Human Services are affirmative action/equal opportunity institutions. Please notify us if you require accommodation.
APPLICATION FOR TUITION & EDUCATIONAL SUPPORT
CHILD WELFARE PARTNERSHIP/CHILD WELFARE EDUCATION PROGRAM

Name: __________________________________________

Home Address: __________________________________________

Primary Phone: __________________________ Second Phone: __________________________

E-mail: __________________________________________ Date of Birth: ________________

School:
□ I am applying for the BSW Program funding beginning fall term of my senior year.
□ I am applying for MSW Program funding. I will begin my:
□ First    □ Second    □ Third year of the MSW program.

Program of study: □ Two-year □ Three-year □ MSW Distance Option (site:________________________
□ Advanced Standing

Work:
Current Employer: __________________________________________

Business Address: __________________________________________

Business Phone: __________________________ Business Fax: __________________________

Position/Job Title: __________________________ Check one: Full time Part time Other: ________

Supervisor: __________________________ Supervisor Phone #: __________________________

Are you currently a DHS/CW employee? □ No    □ Yes Number of years employed: ____________

Are you currently a DHS/Self-Sufficiency employee? □ No    □ Yes Number of years employed: ______

Office/Branch Name if DHS employee: __________________________________________

Criminal Record
Students convicted of certain criminal offenses may not be eligible for employment with DHS and/or some field placement organizations. To assist us in processing your application, please complete the questions below: Have you ever been convicted of any crime in any jurisdiction? □ No    □ Yes - If yes, please supply the following information:

Offense: __________________________

State: __________________________

Date: __________________________

Outcome: __________________________
Documentation:
   ____ Personal Statement
   ____ Copy of resume
   ____ **For DHS staff only**: Signed DHS Management Team Approval and Letter of Reference
   ____ Two completed letters of reference
   ____ Consent to review SSW file

   ____ **For Recruits only**: I have watched the video and completed the Self Assessment.

I understand continuation of this program is contingent upon future funding.

_________________________________________  _________________
Applicant Signature                        Date

*You are encouraged to supply the following information but may decline without prejudicing your application. We use the following information for research and program evaluation purposes only. Please check all that applies. Thank you.*

Gender: ______ Female ______ Male ________ Other

**Multi Ethnic Origin**

   _____ 1. Asian/Pacific Islander
   _____ 2. Black, Non-Hispanic
   _____ 3. Hispanic
   _____ 4. Native American (American Indian, Alaskan Native)
   _____ 5. White, Non-Hispanic
   _____ 6. Other (please specify): ____________________

Country of Citizenship: ____________________
DHS Management Team Approval

This form **must be** completed for applicants who are current employees of DHS.

Applicant Name        OR Number        Date

The above applicant has applied for participation in the Child Welfare partnership’s Child Welfare Education Program. In order to be eligible for participation in the program, the applicant must have the support of their supervisor and program manager. It is important to note that if the applicant is from Self Sufficiency, this program is designed to recruit, retain, and enrich the Child Welfare program. Therefore, upon graduation the applicant will need to obtain an eligible position with the Child Welfare program in order to use work as a payback option. When considering approval of the applicant, please consider that participation in this program requires the following:

- 16 hours of field placement per week,
- 8 to 12 hours of class per week,
- Employee Development Plan to be developed with immediate supervisor showing the connection of this training to the development goals of the worker.
- All MSW or BSW candidates must complete CORE child welfare practice prior to their scheduled date of graduation.

The above applicant has discussed this application with his/her supervisor and has satisfactorily responded to the questions outlined in the nomination criteria information sheet. A mutually agreed upon plan for any alteration in the applicant’s work schedule necessary for completion of the MSW program has been discussed.

While in school, students usually are unable to manage their full caseload due to school requirements. As a supervisor, if you have a DHS employed MSW student in your unit, you have a responsibility to understand the guidelines for their practicum requirements, and to work directly with your employee to support their graduate school efforts and to assist them by understanding and supporting their practicum assignments to meet their school requirements.

As a supervisor, you have considered and discussed the following for helping to maintain some balance within the unit:

1. The options that exist for balancing school and work.
2. The option below the office is able to support regarding the employees schedule. The employee and supervisor must agree on which option will best meet the needs of the agency and of the employee, and should document the agreement in writing.
3. Supervisor and student develop a written agreement regarding work expectations while involved in the program.

4. As a supervisor, your office management team and Program Manager should decide how many students your office can support each school year without hardship.

Options for full-time DHS employees include:

- Changing work schedule, but continuing a 40/hour work week.
- Reducing work week and using appropriate leave to maintain a 40/hour work week.
- Reducing work week, effectively becoming a less than full time (or part time) employee.

The employee’s supervisor must approve any changes to the work schedule. Management supports the goal of employees furthering their education; at the same time, the supervisor must be able to assure continued quality of service. If a decision is made to alter or reduce work schedule, supervisor should discuss with HR, what leave code options are appropriate and determine a course of action for time keeping.

_________________________  _______________ ______
Print Name of Immediate DHS Supervisor  Signature  Date

_________________________  _______________ ______
Print Name of Nominating DHS Supervisor  Signature  Date

_________________________  _______________ ______
Print Name of Program Manager  Signature  Date

Branch / Office Name: _____________________

Phone Number: ___________________________
CHILD WELFARE PARTNERSHIP
CHILD WELFARE EDUCATION PROGRAM
LETTER OF REFERENCE

TO BE COMPLETED BY APPLICANT:

Name of Applicant: __________________________________________________________

Name of Reference (please print): ________________________________________________

Address: ____________________________ Phone: ____________________________

TO BE COMPLETED BY REFERENCE:

The above applicant is applying for tuition and educational support from Portland State University and the Oregon Department of Human Services to complete a Master or Bachelor of Arts Social Work degree. Your assessment will assist the selection committee.

How long, and in what capacity, have you known the applicant? ________________________

____________________________________________________________________________

____________________________________________________________________________

Please attach your summary evaluation of the applicant regarding:

1. The applicant’s potential to positively impact practice in a Child Welfare setting.

2. The applicant’s ability to develop constructive working relationships with clients, peers, community partners and administration.

Your overall recommendation of the applicant for tuition and educational assistance through the Child Welfare Education Program (please check one):

_____ Highly Recommend

_____ Recommend

_____ Recommend with reservations. Please list reservations: __________________________

_____ Do Not Recommend

_____________________________  ____________________
Print Name      Signature     Date

Please return your letter of reference directly to the applicant in a sealed envelope. Please sign the sealed envelope on the back over the closed flap.
RELEASE OF INFORMATION CONSENT

I agree to allow members of the Portland State University, School of Social Work and the Oregon Department of Human Services Tuition and Educational Support Selection Committee to have access to my student/application file at the School of Social Work. I understand these materials may be reviewed by the committee to assist them in evaluating my application for educational assistance through the Child Welfare Education Program.

Name (please print):______________________________________________________________

Signature:____________________________________________________________________

Date: __________________________________________

Please return with your application packet. If you have any questions or concerns regarding this release, please contact Laurie Leasure, Child Welfare Education Program Assistant at 503-725-8284 or lleasure@pdx.edu.