

Undergraduate Major: _____

Social Work Graduate Courses Completed: _____

Law School Courses Completed Beyond 1st Year Curriculum: _____

References:

Please provide two individuals with Reference Forms and stamped envelopes addressed to the Program address on the first page of this application. Two of these forms are included with these application materials. You should provide letters of reference from persons who can evaluate your academic potential and your interest in working on behalf of children in legal and/or or social work settings. Do not provide references from personal acquaintances or family members. List your references below.

1. Name _____ Title &Occupation _____

Nature of association with you _____

Business Address _____ Phone _____
Street City State Zip Area Code

2. Name _____ Title &Occupation _____

Nature of association with you _____

Business Address _____ Phone _____
Street City State Zip Area Code

Applicant's Personal Statement:

Enclose with the application a double-spaced, typewritten, three to five page statement discussing the following points:

1. How and why did you become interested in children's issues and in social work and/or law? Please include personal experiences such as volunteer work, involvement in political or social action efforts or anything else that influenced your interest in this program.
2. What do you consider your personal strengths and limitations related to this program?
3. What are your career goals? How do you believe this program will help you to achieve these goals?
4. What social problems related to children are of particular concern to you? Why?

Professional, Volunteer and Leadership Experience:

List your employment and any significant volunteer and leadership positions in chronological order. Please be specific in describing the positions and be accurate in giving the names and addresses of employers. Employers will not be contacted without your written consent. List all paid positions held, including part-time and full-time positions. If more space is needed, use a separate sheet. Attach your resume to your completed application.

Name and Address of Organizations	Dates	Position Held

Certification:

I certify that all factual information given in this application is accurate.

Signature _____ Date _____

Reference Form

TO BE COMPLETED BY APPLICANT

(You must sign and indicate whether or not you wish to waive your right to access if this letter is to be included in your file.)

Recommendation for _____
Name of Applicant

I am aware of my rights under the Family Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf.

_____ It is my desire that this letter be written in confidence, and I, therefore wish to waive my rights of access to this letter.

_____ I wish to retain my rights of access.

Signature _____ Date _____

Dear Reference:

The applicant named above has applied to the Child and Family Advocacy Certificate Program. We would like your assessment of the applicant to assist us in making our admissions decision. Accepted applicants must have the intellectual abilities to complete program requirements and to be successful social work practitioners. We are very appreciative of your assistance in helping us evaluate the applicant.

Decisions cannot be made until reference letters are received. Your prompt reply will assure that the application is reviewed in a timely fashion.

Thank you very much for your assistance.

Sincerely,

Joseph Kozakiewicz, JD, LMSW
Director

Please answer the following questions:

1. In what capacity and for how long have you known the applicant?

2. Please comment on the applicant's experience in the broad area of social service.

3. What do you consider the applicant's major strengths and limitations as an applicant for the law and social work certificate program?

Please give your assessment of the applicant's abilities in each of the following areas:

	Below Average	Average	Above Average	Outstanding	Inadequate Opportunity to Evaluate
Intellectual capacity:					
Emotional maturity:					
Personal vigor and vitality:					
Relationships with other people:					
Commitment towards solving social problems:					
Commitment towards solving individual, family and group problems:					
Sensitivity to and respect for the uniqueness of individuals and special population groups:					
Self-awareness and ability to express ideas and feelings:					
Capacity for resourcefulness and creativity:					
Capacity to accept constructive criticism:					
Responsibility for carrying out assignments:					

Name of Reference : _____ Title: _____
 (Printed or Typed)

Signature of Reference : _____ Date: _____

Reference's Agency/Department: _____

Business Address: _____

Phone: _____
 (area code)

INSTRUCTIONS TO REFERENCES:

Please place the completed form and any accompanying letters in an envelope provided to you by the applicant, seal the envelope and sign across the seal. Return it to the applicant as soon as possible. The applicant must have all application materials sent to the School no later than **March 31**.

Reference Form

TO BE COMPLETED BY APPLICANT

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