

Social Work Practicum Application

2008-2009

Disclaimer: Security Background checks will be conducted on all Practicum Students.

Please Print or Type

Name	Date of Birth	Social Security Number
------	---------------	------------------------

Work address	City	State	ZIP	Phone Number
--------------	------	-------	-----	--------------

Home address	City	State	ZIP	Phone Number
--------------	------	-------	-----	--------------

BSW school currently attending	Expected date of graduation
--------------------------------	-----------------------------

School E-mail address (to receive notice of acceptance)

-
1. Have you been convicted of a felony, crime involving harm to children or, have you been the subject of a substantiation or validation of child abuse? Yes: No:

 2. The practicum placement site student has interviewed for:

 Field Practicum Instructor: _____ SRS Office: _____

 Start Date of Practicum _____ End Date of Practicum _____
 Number of hours in Practicum _____ (maximum 480 paid hours)

 3. Attach a typed letter (no more than two pages) describing the reasons you would like to complete a practicum at SRS. Please include information that describes:
 - a. Your interests in working with children and families in a public child welfare setting.
 - b. The professional impact you would have as a social worker for SRS.
 - c. Your experience with and understanding of multi-cultural issues.
 - d. Relevant volunteer, life or job experience.

 4. Also attach all of the following:
 A current resume, a current transcript (may be a copy), a completed reference form from your instructor, advisor or social service job supervisor and a completed SRS Security Clearance form.

 5. Submit completed application packet to your practicum Field Coordinator.
-

Reference Form

Instructor, Advisor, or Supervisor:

I am interested in participating in the Child Welfare Paid Field Practicum Program to complete my BSW degree. Please complete the following reference form that I must submit with my application. Thank you.

Signature

Date

Please rate the applicant on a scale of 1 to 5 on the following: (1-Ineffective;5-very Good)

Knowledge of racial, ethnic and cultural groups in society.	1	2	3	4	5
Ability to verbally communicate.	1	2	3	4	5
Ability to write clear, concise and accurate reports.	1	2	3	4	5
Ability to function constructively under risks and stress.	1	2	3	4	5
Exercises good judgment in setting priorities.	1	2	3	4	5

Please use this space and/or the back of this page if you wish to provide any additional comments to the Child Welfare Paid Field Practicum Program.

Instructor, Advisor, or Supervisor's Name

Phone Number

Release of Information Authorization Form

I, _____, an applicant for the Child Welfare Paid Field

Practicum Program, authorize: _____ to release information

Name of School

regarding my admission status and academic performance to the Department of Social and Rehabilitation Services for the purpose of processing my Child Welfare Paid Field Practicum Program application.

Signature _____ Date _____

Printed Name _____

E-mail address _____

Sponsored by the Kansas Department of Social and Rehabilitation Services

Social Work Field Coordinators submit application materials from all students at their school interested in the **Child Welfare Paid Field Practicum Program** to:

Child Welfare Practicum Program
SRS Human Resources
Docking State Office Building
915 SW Harrison
Topeka, KS 66612

Applications are accepted through June 1 for the fall semester, November 1 for the spring semester and April 1 for the summer session.

SECURITY CLEARANCE**For Applicant Signature**

Policy: All employees and volunteers providing direct services to agency clients and others identified by the Secretary of SRS are required to obtain and maintain a security clearance as a condition of their employment or volunteer service. Security clearance may not be granted to any applicant, employee or volunteer who has been convicted of a prohibited crime (or had similar disposition of criminal charges other than a finding of “not guilty” or dismissal of the case) or who has engaged in other prohibited conduct as described below. For positions requiring a security clearance, SRS reserves the right to disqualify from consideration for employment any individual who has been found to have committed a prohibited crime or engaged in prohibited conduct within the last five (5) years. Prohibited crimes and conduct occurring more than five (5) years ago do not automatically disqualify the applicant, employee or volunteer but may be considered in determining whether to grant security clearance.

Prohibited Crimes:

- abandonment of a child
- abandonment of a child, aggravated
- abuse of a child
- aiding escape
- altering a legislative document
- arson
- arson, aggravated
- assault
- assault, aggravated
- assault of a law enforcement officer
- assault of a law enforcement officer, aggravated
- battery
- battery against a law enforcement officer
- battery against a law enforcement officer, aggravated
- battery, aggravated
- blackmail
- bribery
- burglary
- burglary, aggravated
- criminal damage to property
- criminal restraint
- endangering a child
- enticement of a child
- forgery
- harassment by telephone
- incest
- incest, aggravated indecent liberties with a child
- indecent liberties with a child, aggravated
- indecent liberties with a ward
- indecent solicitation of a child
- indecent solicitation of a child, aggravated
- injury to a pregnant woman
- interference with the conduct of public business in a public building
- interference with the conduct of public business in a public building, aggravated
- interference with the custody of a committed person
- intimidation of a witness or victim
- intimidation of a witness or victim, aggravated
- kidnaping
- kidnaping, aggravated
- lewd and lascivious behavior
- making a false writing
- manslaughter, involuntary
- manslaughter, voluntary
- mistreatment of a confined person
- mistreatment of a dependent adult
- murder
- obstructing legal process or official duty
- official misconduct
- perjury
- poisoning, attempted
- possession, possession with intent to sell
- prostitution
- prostitution, promoting
- rape
- robbery
- robbery, aggravated
- sale, manufacture or production of any drug listed in the Uniform Controlled Substances Act, K.S.A. 65-4101 et. seq.
- sedition
- sexual battery
- sexual battery, aggravated
- sexual exploitation of a child
- sodomy, aggravated criminal
- sodomy, criminal
- stalking
- theft
- threat, criminal
- threat, terroristic
- treason
- or any other related crimes including attempts and conspiracies to commit any of the crimes listed above

A conviction or other disposition of a prohibited crime (including but not limited to **entering a diversion agreement; a plea of guilty, no contest or nolo contendere; a finding of guilt on original or reduced charges by a judge or a jury; plea bargaining to lesser charges; being found not guilty by reason of insanity; expungement of conviction**) may be considered in determining whether to grant security clearance. Also, any pending current charges involving a prohibited crime may be considered.

Prohibited Conduct: Other types of convictions may be considered if the conviction bears a substantial relationship to the job duties of the position. **Convictions which are titled differently than those on the prohibited crimes list but which encompass the same conduct are also to be considered as prohibited conduct.** SRS may also consider administrative findings or pending criminal charges or allegations of welfare fraud, child or adult abuse or termination of parental rights.

A security clearance **report will list all activity, including juvenile information and diversions.** Please answer the following questions:

1. Have you ever been charged in a criminal proceeding anywhere in the United States or in any foreign country with any crimes in which the final outcome of the court action resulted in a conviction, reduced charges, plea bargaining, diversion or any other disposition other than "not guilty"?
_____Yes _____No

2. Are there currently any criminal charges, indictments or outstanding warrants pending against you?
_____Yes _____No

3. Have you been adjudicated as a juvenile in the last five (5) years?
_____Yes _____No

4. Have you had any conviction(s) expunged?
_____Yes _____No

5. Have you ever been investigated for abuse or neglect

6. Have you ever been penalized in the receipt of benefits from the SRS (including cash assistance, food stamps, medical card or other benefits) for providing false or fraudulent information or for failing to report required information?
_____Yes _____No

7. If the answer to any of the questions (1-5) is "yes", please explain, including dates of events. (Attach additional pages if more space is needed.)

8. Have you used any other names or aliases including maiden name and name(s) from previous marriage(s)?
_____Yes _____No

9. If the answer to question 8 is yes, please list all other names and aliases:

10. Have you ever lived outside of the state of Kansas? If yes, please indicate dates.
_____Yes _____No

I understand that the position for which I am applying requires a security clearance. I hereby authorize a state and federal records check for the prohibited crimes and conduct described above. In accordance with HB 2128, my fingerprints will be used to access federal information. I voluntarily WAIVE ALL RIGHTS OF RECOURSE against the state of Kansas, Department of Social and Rehabilitation Services, and its employees from all liability in complying with this authorization. I affirm that the information given on this form is TRUE AND COMPLETE to the best of my knowledge. I understand that deliberate FALSE STATEMENTS OR MISREPRESENTATIONS could be considered grounds for rejection of my application and could be considered CAUSE FOR IMMEDIATE DISMISSAL, if employed. I understand that if selected for any SRS position requiring security clearance, the CONVICTION OF A PROHIBITED CRIME OR OTHER PROHIBITED CONDUCT may subject me to IMMEDIATE DISMISSAL. Further, I understand that, once I am employed I am required to notify my appointing authority any time I am charged with or convicted of a prohibited crime and that my failure to do so may subject me to IMMEDIATE DISMISSAL. By my signature, I acknowledge and accept these terms as CONDITIONS OF EMPLOYMENT.

Signature of Applicant

Date

Printed Name

Social Security No.

Date of Birth

Driver's License No./State of Issue

Security Clearance Request Form

PLEASE PRINT CLEARLY

Reason for Request: Check One.				
	Employment		Home Study	ICPC
	CWEP		Volunteer	JTPA
	Other: Explain _____			
Caregiver Position?		<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No	
FBI Check? <small>(Attach Fingerprints)</small>	_____ Yes _____ No			
Last Name <small>Include suffix (Jr., SR., etc.) if any.</small>				
First Name				
Middle Name				
Maiden Name				
Other Names				
Address 1				
Address 2				
Phone				
Gender		Race		
SSN		Birth Date		
Driver's License				

Return results to:

State of Issuance			
Name			
Office or Institution			
E-Mail Address			
PCA Number			
Search Results		Fingerprints to KBI	
FBI	<input type="checkbox"/>	No Record	<input type="checkbox"/>
			See Attached
KBI	<input type="checkbox"/>	No Record	<input type="checkbox"/>
			See Attached
Compact-DOC Supv.	<input type="checkbox"/>	No Record	<input type="checkbox"/>
			See Attached
Adult Abuse Registry	<input type="checkbox"/>	No Record	<input type="checkbox"/>
			Record
Child Abuse Registry	<input type="checkbox"/>	No Record	<input type="checkbox"/>
			Record
Welfare Fraud Finding	<input type="checkbox"/>	No Record	<input type="checkbox"/>
			Record
Driver's License	<input type="checkbox"/>	Valid	<input type="checkbox"/>
			Other
Search Date _____			
Appointing Authority Decision:			
<input type="checkbox"/> Clearance Granted		<input type="checkbox"/> Clearance Denied	
Signature of Appointing Authority			Date