

**University of Hawai'i at Mānoa  
School of Social Work  
Title IV-E Hawai'i Child Welfare Education Collaboration  
Distance Education Option**



**PROJECT APPLICATION FORM**

Name: \_\_\_\_\_  
Last First M.I.

Birth Name / Alias: \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street Apt. No.  
\_\_\_\_\_ City State Zip

Permanent Address (if different from above):  
\_\_\_\_\_ Street Apt. No.  
\_\_\_\_\_ City, State Zip

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Pager/Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Ethnicity / Race: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(Optional) (Year of birth optional)

Check the appropriate Category:

- \_\_\_\_\_ Citizen of the United States
- \_\_\_\_\_ National of the United States
- \_\_\_\_\_ Permanent Resident Alien of the United States

Social Security Number: \_\_\_\_\_  
(Required for criminal history clearance)



I understand that misrepresentation of any of the above information will constitute fraud and result in discharge from the Hawai'i Child welfare Education Collaboration Project and forfeiture of all monies plus interest.

I give permission to the HCWEC awards committee to review my application to the MSW program as part of the selection process.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE INCLUDE WITH YOUR APPLICATION:**

1. One letter of reference. This should be from someone who can address your interest in Public Child Welfare. No relatives please. The reference should submit his/her letter to you, and you need to include it with your application. Letter to the recommender is included with this application packet. Please give this to your reference as a guide for the letter.
2. A detailed resume. Please be sure to include exact dates of work and volunteer work (month and year) and whether this work was full or part time. If you worked or volunteered part time please note the number of hours per week that were worked.
3. A copy of your MSW application personal statement.
4. Your HCWEC personal statement – questions are attached to this application form.

**SEND YOUR APPLICATION MATERIALS BY JANUARY 15, 2010  
TO:**

**Project Coordinator  
Hawai'i Child Welfare Education Collaboration, DE Option  
University of Hawai'i – Mānoa  
School of Social Work  
Henke Hall – 1800 East West Road, Rm. 207  
Honolulu, Hawai'i 96822**

**Application must be sent/postmarked on or by January 10, 2010.  
No late applications will be accepted.**

# **Hawai'i Child Welfare Education Collaboration**

## **Personal Statement Guidelines**

Please include a 2 to 3 page statement with this application form addressing the following areas:

1. Discuss your experiences that led you to decide on a career in public child welfare.
2. Discuss your short term and long-term career goals.
3. Discuss your understanding of public child welfare (child protective) services.
4. Discuss your personal motivations for wanting to work (or wanting to continue to work) in the field of public child welfare.
5. Discuss the skills and personal qualities you might bring/are currently offering to the field of public child welfare.
6. An MSW is not requirement in order to work in Child Protective Services. How do you feel obtaining an MSW will benefit you as a Child Protective Services Social Worker?
7. Describe your understanding of the stipend/reimbursement obligation. What are your plans if you are accepted into the MSW Program but not the HCWEC-DE Program? How would you see yourself paying back the financial obligation should you not be able to complete the project academic requirements/employment requirements?

# UNIVERSITY OF HAWAII AT MĀNOA

School of Social Work

To the Recommender:

You have been listed as a reference for \_\_\_\_\_'s application to participate in a public child welfare training project at the University of Hawai'i School of Social Work, the Hawai'i Child Welfare Education Collaboration, Distance Education Option (HCWEC-DE). This Project offers financial assistance to students who are interested in a career in public child welfare. The Project provides competency-based public child welfare education and practicum experiences for selected students during their Master of Social Work education program. In addition, Project students will receive yearly financial assistance for their participation in the Project. In turn, they will commit to working for two years for the Hawai'i State Department of Human Services, Child Welfare Services Branch.

Please include the following in your letter, feel free to include any other relevant information as well.

1. How long have you known the applicant?
2. In what capacity have you known the applicant?
3. Please describe what you feel are the applicant's strengths and needs in terms of future work in public child welfare?
4. Do you recommend the applicant for this project and a career in public child welfare?

Please return the letter to the applicant and the applicant will submit your letter to us.

Sincerely,

Jessica Garlock, MSW, LSW  
HCWEC-DE Project Coordinator

1800 East West Road, Henke Hall, Honolulu, Hawai'i 96822  
Telephone: (808) 956-7182, Facsimile: (808) 956-5964

An Equal Opportunity/Affirmative Action Institution