

Social Service Worker

Program Admission Package



DEAR APPLICANT,

Greetings and thank you for your interest in the [Social Service Worker Certificate Program](#).

As a graduate of the SSW certificate program you will be prepared to support others dealing with personal or social challenges. You will work with diverse populations that include individuals, families, groups, organizations and communities with the goal of helping them achieve optimum social functioning.

Courses are chosen and developed to prepare entry into practice, and/or to transfer into higher level studies. If you have any questions, you can contact the [Enrolment Officer](#) or visit the [Frequently Asked Questions](#).

Sincerely,

A handwritten signature in blue ink that reads "TClarke".

Tammie Clarke, RN, BN, MA, CCNE
School Chair, School of Health & Human Services

CONTENTS

General Information	4
Personal Information	5
Referee Information	6
Personal Reference 1 Information	8
Personal Reference 2 Information	10
Ministry of Justice Criminal Record Check	12
Applicant Declaration	14



GENERAL INFORMATION

Thank you for your interest in the Social Service Worker Certificate Program. Please complete all of the necessary sections in this package. Please read the [program policies](#) concerning admission into the program.

Acceptance to the program is based on a first qualified basis given that the applicant meets all the requirements. Upon completion of the application package, you will be sent a letter of acceptance into the program. We encourage you to take part in a group orientation interview. Please submit this completed package by email to: **hhsadmissions@selkirk.ca**

ACADEMIC REQUIREMENTS

- ☐ English 12 or equivalent with a C or higher (60%) or minimum of LPI score of Level 4

NON-ACADEMIC REQUIREMENTS

- ☐ Applicants must be able to demonstrate compliance with Public Health Officer's orders with respect to COVID-19 vaccine requirements
- ☐ 30 hour work/volunteer experience form completed by a supervisor who has observed the applicant in a volunteer or paid work situation is required
- ☐ Two (2) personal reference forms
- ☐ Ministry of Justice Criminal Record Check
- ☐ Resume
- ☐ A one-page statement explaining your goals and objectives for wanting to enrol in the program

Recommended:

- ☐ Computer skills
- ☐ Drivers license or access to transportation for practicum placement

PRACTICUM REQUIREMENTS

- ☐ Proof of a negative tuberculosis test or a clear chest x-ray that is less than 6 months old for those who have been requested to have this from our community partners

OFFICIAL TRANSCRIPTS

Official Transcripts from high school and all post-secondary institutions attended submitted directly to Selkirk College. Please review [how to submit transcripts](#) to Selkirk College.

SOCIAL SERVICE WORKER CERTIFICATE PROGRAM

TO BE FILLED OUT BY APPLICANT

PERSONAL INFORMATION

First Name:

Last Name:

Mailing Address:

Selkirk College Student Number:

Email:

How did you first hear of the Social Service Worker Certificate Program?

ACADEMIC QUALIFICATIONS: ACADEMIC HISTORY

You must fill in this form. You must also send us all of your official transcripts. This form is NOT a substitute for your transcripts.

Name of High School:

City/Province/Territory of High School:

Year of Graduation:

Student Name:

Student Number:

SOCIAL SERVICE WORKER CERTIFICATE PROGRAM

TO BE FILLED OUT BY REFEREE

NON-ACADEMIC QUALIFICATIONS: 30 HOUR WORK EXPERIENCE

The 30-hour work experience can be either volunteer or paid. Please describe the experience and role of the applicant.

Referee Name:

Referee Phone:

Referee Email:

Dates of work experience:

Referee Address:

Description of work experience:

Please check each item which best indicates your rating of the applicant.

	Strong	Average	Poor	Don't Know
Demonstrates warmth and interest in working with people.				
Focuses attention on meeting the needs of others.				
Models appropriate and responsible behaviour.				
Demonstrates good attendance habits and reliability.				
Shows initiative in finding ways to be helpful.				
Asks staff for direction and information.				
Follows staff directions and acts on feedback.				
Works co-operatively with staff.				
Shows a positive attitude towards learning.				
Appears to have the physical and mental health required to handle the demands of full-time employment.				

SOCIAL SERVICE WORKER CERTIFICATE PROGRAM

TO BE FILLED OUT BY REFEREE

Please comment on your perception of the applicant in the following areas.

Ability to demonstrate acceptance of a wide variety of attitudes, values and people:

Ability to demonstrate appropriate emotional reactions:

Strengths:

Limitations:

Overall suitability for Human Services field:

How would you recommend the applicant to our program?

☐ Highly recommend ☐ Recommend ☐ Not recommend ☐ Uncertain

Student Name:

Student Number:

SOCIAL SERVICE WORKER CERTIFICATE PROGRAM

TO BE FILLED OUT BY PERSONAL REFERENCE 1

Please refrain from using family members.

Reference First Name:

Reference Last Name:

Reference Email:

Reference Phone:

Reference Address:

How long have you known the applicant? In what capacity?

Please check each item which best indicates your rating of the applicant.

	Strong	Average	Poor	Don't Know
Demonstrates an interest in people.				
Flexible, sensitive and supportive.				
Has a positive attitude towards learning.				
Communicates effectively in writing.				
Communicates effectively verbally and non-verbally.				
Works cooperatively in a group.				
Demonstrates non-judgmental respect for values and lifestyles of others.				
Demonstrates ability to cope constructively with own personal issues in a manner that does not interfere with ability to work with other people.				
Able to problem solve and demonstrate critical thinking.				
Able to respond positively to supervision.				
Good physical and mental health - able to handle full-time employment				
Is honest and reliable.				

SOCIAL SERVICE WORKER CERTIFICATE PROGRAM

TO BE FILLED OUT BY PERSONAL REFERENCE 1

Please comment on your perception of the applicant in the following areas.

Ability to handle stressful situations:

Ability to accept and understand a wide variety of perspectives:

Strengths:

Limitations:

Overall suitability for Human Services field:

How would you recommend the applicant to our program?

☐ Highly recommend ☐ Recommend ☐ Not recommend ☐ Uncertain

If you were employed in the Human Services; would you employ this person?

☐ Yes ☐ No

Student Name:

Student Number:

SOCIAL SERVICE WORKER CERTIFICATE PROGRAM

TO BE FILLED OUT BY PERSONAL REFERENCE 2

Please refrain from using family members.

Reference First Name:

Reference Last Name:

Reference Email:

Reference Phone:

Reference Address:

How long have you know the applicant? In what capacity?

Please check each item which best indicates your rating of the applicant.

	Strong	Average	Poor	Don't Know
Demonstrates an interest in people.				
Flexible, sensitive and supportive.				
Has a positive attitude towards learning.				
Communicates effectively in writing.				
Communicates effectively verbally and non-verbally.				
Works cooperatively in a group.				
Demonstrates non-judgmental respect for values and lifestyles of others.				
Demonstrates ability to cope constructively with own personal issues in a manner that does not interfere with ability to work with other people.				
Able to problem solve and demonstrate critical thinking.				
Able to respond positively to supervision.				
Good physical and mental health - able to handle full-time employment				
Is honest and reliable.				

SOCIAL SERVICE WORKER CERTIFICATE PROGRAM

TO BE FILLED OUT BY PERSONAL REFERENCE 2

Please comment on your perception of the applicant in the following areas.

Ability to handle stressful situations:

Ability to accept and understand a wide variety of perspectives:

Strengths:

Limitations:

Overall suitability for Human Services field:

How would you recommend the applicant to our program?

☐ Highly recommend ☐ Recommend ☐ Not recommend ☐ Uncertain

If you were employed in the Human Services; would you employ this person?

☐ Yes ☐ No

MINISTRY OF JUSTICE CRIMINAL RECORD CHECK

You need to obtain the Criminal Record Check from the Ministry of Justice. Please do not go to your local police station as we no longer accept Criminal Record Checks from the RCMP for this program.

This part of the package is to inform you about the Health and Human Services Criminal Record Check process. The Criminal Records Review Program is part of the Ministry of Justice. The program is responsible for processing criminal record checks under the Criminal Records Review Act. Criminal record checks are done to protect the most vulnerable people in our society from and physical, social, economic or sexual abuse. This new Criminal Record Check is more extensive, increasing public safety and confidence in our institutions, while providing a professional and efficient administrative process.

Every post-secondary institution in British Columbia has been requested to have their students in a Health and Human Services Program complete this check. The Criminal Record Check is valid for five (5) years.

The following students are **not** eligible to apply online and must complete a paper application:

- People under 19 years of age
- People who have lived in Canada less than 2 years

ONLINE REQUESTING SERVICE

1. Go to: <https://justice.gov.bc.ca/criminalrecordcheck>
2. Review the information to ensure you are able to use this service. If you are not able to use this online service, see information below titled **PAPER APPLICATION PROCESS**
3. If you are able to use this service, scroll to the bottom of the CRC website page and enter the Selkirk College access code: **ZWN7NCEP5C**
4. Enter in the characters you see in the security image and either click "Request a New Criminal Record Check" or "Share the results of a Completed Criminal Record Check".
 - a. Request a New Criminal Record Check – for those applicants who have never had a criminal record check done before or whose check has expired.
 - b. Share the results of a Completed Criminal Record Check – for those applicants who currently have a check and would like to share it with Selkirk College
5. Choose the correct options and review the next page. By selecting NEXT you are agreeing/consenting to a Criminal Record Check for Selkirk College. Review and agree to the terms on the next page
6. Enter in your personal information on the next page. Once you have entered your information you will be asked to review. Once you have reviewed the information, click Next to proceed with identity verification.
7. If the system cannot complete the request to initiate a criminal record check online, please print the page by clicking the "Print" button at the bottom of the page and scan and email the form to hhsadmissions@selkirk.ca

MINISTRY OF JUSTICE CRIMINAL RECORD CHECK

PAPER APPLICATION PROCESS

If you would prefer, or are required, to fill out the paper application contact the Enrolment Services Office at hhsadmissions@selkirk.ca and request the form. One will be sent to you. The form is electronically fillable – please use Adobe Acrobat to fill out the form.

Please read information and instructions on Page 1. To avoid processing delays, ensure all fields are complete. Providing your driver's licence number or BCID number may expedite the process. Some parts of the form are already auto-populated. Only fill out **Part 1: Applicant Information**, **Part 3: Position with Organization (Required)** - enter Student, and lastly **Part 5: Consent for Release of Information and Acknowledgments**.

Once the form is filled out, please print and sign the form. Scan the form plus two pieces of ID to the Enrolment Services Office at hhsadmissions@selkirk.ca. Note: One piece of ID must be government issued (drivers license preferred) and displays applicant's name, date of birth, signature and photo. Please put drivers licence number on the consent form if it is being provided for ID.

After your application is received and reviewed by the Enrolment Services Office, it will be forwarded to the Ministry of Justice for processing. The Ministry of Justice will email directions to the email address provided for payment. Please be sure to check your spam/junk mail folders for this email. Once payment has been received your application will be processed. The cost of the criminal record check is \$28.

Read the full Criminal Records Review Act for specific information such as definitions, the use of information, the effects of finding an individual is a risk or fines that may be imposed for failure to comply with the act. (Note, this electronic version of the act is being updated and may not contain the recent changes.)

The Criminal Record Check will be sent directly to the College. You will only be contacted by the Governor General if there is a relevant offence found.

For any questions or assistance with this process, please contact the Enrolment Services Office at hhsadmissions@selkirk.ca or by phone at 250-365-1232.

Student Name:

Student Number:

SOCIAL SERVICE WORKER CERTIFICATE PROGRAM

APPLICANT DECLARATION

DECLARATION

I certify that I have provided accurate and authentic information in this application. I understand that falsification or plagiarism of my application will result in the withdrawal of my application and/or the offer of admission.

The information on this form is collected under the general authority of the College and Institution Act 41.1 (2) a. It is directly related to and needed for the selection of applicants for the Social Service Worker program. The information will be used to make admissions decisions.

If you have any questions about the collection and use of this information please contact Tammie Clarke, Chair of the School of Health and Human Services at tclarke@selkirk.ca, call toll free at 1-888-953-1133 ext 21458

☐

I HAVE READ & UNDERSTAND THIS DECLARATION

☐

I DO NOT AGREE / DO NOT UNDERSTAND THIS DECLARATION

APPLICANT SIGNATURE

DATE SIGNED