

INSTRUCTIONS TO THE APPLICANT

The School of Social Work, King's University College at Western University, requires the completion of Confidential Reference Forms from TWO persons who are in a position to provide statements concerning your personal qualifications for entry into undergraduate social work education. If possible, both references should be from a work and/or volunteer experience, preferably in the social services. If not, choose individuals who know you well and will be able to respond to the majority of the categories indicated below. Referees should not be Faculty Members unless you have other than a student relationship with them, nor should they be family members. Please give this form (either in hard copy, or electronically) to each of your chosen referees. Ask your referee to complete this 3-page Confidential Reference form, and return it to you in a sealed envelope, signed across the flap on the back of the envelope. References received by the School in envelopes that are not sealed this way will not be considered.

Applicant's Name:

INSTRUCTIONS TO THE REFEREE

You have been asked to provide a reference for someone who has applied for admission to the Bachelor of Social Work (Honors) Program at King's University College at Western University. You have been selected as a person having knowledge of the applicant's potential for undertaking studies in Social Work.

References are CONFIDENTIAL, are not available to applicants, and are used only for admission purposes. In the admissions process, the references are read and assigned a numeric score. **Please return this form to the applicant in a sealed envelope with your signature across the flap on the back of the envelope.** References received by the School of Social Work in envelopes that are not sealed in this way will not be considered.

Applicants must submit their references as part of their Application package. If you have any questions, please contact Julie Siverns, Programs Assistant at 519-433-3491 extension 4445 or by email at Julie.Siverns@kings.uwo.ca.

Deadline for Submission of Application to the School of Social Work: March 1st.

REFEREE'S INFORMATION

Name (First and Last)	
Position	
Agency/Organization/Institution	
Email	
Telephone Contact	

REFERENCE



I have known the applicant as:

an employee a volunteer other (please specify) _____

How long have you known the applicant and with what reference group are you making comparisons:

1. Please rate the applicant with respect to the following categories:

	Outstanding Top 5%	Above Average Top 10%	Above Average Top 25%	Average Top 50%	Below Average Bottom 50%	Unable To Rank
Inquisitive, Curious, Open to New Ideas						
Integrity/Ethics						
Resiliency and Resourcefulness						
Critical Thinking and Problem Solving						
Oral Communication Skills						
Written Communication Skills						
Initiative						
Ability to Work Independently						
Ability to Work Collaboratively						
Maturity and Reliability						
Non-Judgmental/ Accepting of Diversity						

** If you have not had opportunities to assess the applicant on any of these categories, please indicate this in the "Unable to Rank" column.



What is Social Work?

Social work is a profession concerned with helping individuals, families, groups and communities to enhance their individual and collective well-being. It aims to help people develop their skills and their ability to use their own resources and those of the community to resolve problems. Social Work is concerned with individual and personal problems but also with broader social issues such as poverty, unemployment and domestic violence.

Human rights and social justice are the philosophical underpinnings of social work practice. The uniqueness of social work practice is the blend of some particular values, knowledge and skills, including the use of relationship as the basis of all interventions and respect for client's choice and involvement.

In a socio-political context, which increasingly generates insecurity and social tensions, social workers play an important and essential role.

Source: <https://casw-acts.ca/en/what-social-work> Retrieved October 2017

2. Where possible, please share your opinion of the applicant in respect to the following: If you are completing this form electronically spaces provided should expand to fit your content. If you are completing a hard copy of this form please attach your responses in a separate letter using these categories.
 - a. Applicant's suitability for Social Work (e.g., social justice; caring; empathy)



- b. Applicant's interpersonal capabilities and strengths (e.g., ability to accept and incorporate constructive feedback; ability to function in stressful situations; ability to understand people and their life's challenges)

Completion of this reference form is an important component of our admissions process. The School of Social Work appreciates your assistance in evaluating this applicant.

Referee's Signature

Date