

Supplementary Candidate's Statement

UNIVERSITY COLLEGE CORK, IRELAND
[CKE64] - Master of Social Work
[CKC06] - Postgraduate Diploma in Social Work Studies

PAC Application Number: _ _ _ _ _

(Postgraduate Applications Centre Application Number only above, not University/College Student number)

Applicants Name (in full): _____

A statement in answer to the following (please continue on a separate page) must be completed and returned to the Postgraduate Applications Centre.

1.
 - a) *Briefly* outline in **CV FORMAT** your social work/social work related experience to date. Please specify for each position whether it is voluntary/paid, part-time/full-time, your duties and responsibilities, and the number of hours completed per agency. Please also indicate a *total* number of hours for all your practice experience hours.
 - b) All applicants must include **CERTIFICATION** of your social work/social work related experience to date. This should be a signed letter on headed notepaper from each employer/voluntary organisation specifying your duties and responsibilities and the number of hours completed.

2. Describe one significant social work/social work related experience.
 - (a) Discuss what you have learned about yourself through this experience.

 - (b) How has this developed your interest and understanding of social work?

(800 words approximately for No. 2)

Signature:

Date:

N.B. INSTRUCTIONS FOR COMPLETION

- **ALL APPLICANTS MUST** also complete this SUPPLEMENTARY CANDIDATE'S STATEMENT FORM and include your PAC Application Number & full name (to be completed using BLOCKLETTERS in BLACK ink).

Your completed Supplementary Candidate's Statement Form AND Certification of social work/social work related experience **MUST** be returned to the Postgraduate Applications Centre, 1 Courthouse Square, Galway, Ireland as soon as possible after applying online (and NOT LATER than 22nd January 2010).

- The two Referees Letters and Referees Reports (attached) must be sent to your Referees. One reference **must** be a third level academic reference and a second reference **must** be a supervisor/manager of your practical work experience (either paid or volunteer) who will complete the Referees Reports on your behalf and return directly to Ms. Emma Lindstrom Cantwell, Social Work Secretary, School of Applied Social Studies, University College Cork, Donovan's Road, Cork AS SOON AS POSSIBLE AFTER APPLYING ONLINE and NOT LATER than 29th January 2010.

- **APPLICANTS – UCC STUDENTS/UCC GRADUATES**

Please Note:

- You are **NOT** required to submit evidence of qualifications pursued at University College Cork.
- However, if you are a current/former UCC student and have also completed degree/post graduate qualifications in another University/College, you must provide copies of official documentary evidence of your non-UCC qualifications.

- **APPLICANTS WITH NON-UCC QUALIFICATIONS**

NON-UCC STUDENTS/GRADUATES, MUST forward documentary evidence of ALL third level qualifications (undergraduate or postgraduate). Academic transcripts with details of studies and results to date and certificates/parchments of your qualifications listed on your application **must be forwarded directly to the Postgraduate Applications Centre, 1 Courthouse Square, Galway, Ireland as soon as possible after applying online (and NOT LATER than 22nd January 2010).**

All documentation which is not in English must be officially translated to English. Translated documentation must be forwarded to the Postgraduate Application Centre at the above address.

IELTS or TOEFL score for applicants whose first language is not English must be forwarded to the Postgraduate Application Centre at the above address.

Supporting documentation or information that cannot be submitted at the time of application (e.g. future exam sittings, English language exams) may be submitted at a later stage by posting to the Postgraduate Applications Centre (PAC).

IRISH / EU APPLICANTS please note

- **PHOTOCOPIES** of official Documentary evidence e.g. official academic transcripts, parchments, certificates, English translations, IELTS/TOEFL results will suffice at application stage for **Irish/EU applicants** (please do not submit originals)
- Irish/EU applicants with any queries regarding the above, please contact us by email at graduatestudies@ucc.ie

NON-EU APPLICANTS please note

- **Non-EU applicants must submit official CERTIFIED COPIES** of official documentary evidence, academic transcripts and certificates/parchments, English Translations, IELTS/TOEFL results (all documentary evidence **MUST** be certified for non-EU applicants)
- Non-EU applicants with any queries regarding the above, please contact us by email at ieoapplications@ucc.ie

N.B. ALL APPLICANTS should please note that online applications for this programme cannot be considered by the relevant School at University College Cork, if the required additional supplementary statement form and evidence of non-UCC studies (if applicable) are not submitted to the POSTGRADUATE APPLICATIONS CENTRE, 1 COURTHOUSE SQUARE, GALWAY IRELAND by 22nd January 2010 and the two Referee's Reports (directly to the School of Applied Social Studies, UCC) by 29th January, 2010.

Reference Form

UNIVERSITY COLLEGE CORK, IRELAND
School of Applied Social Studies
[CKE64] - Master of Social Work
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N.B. Instructions For Completion

TWO Referees' Reports are required for your application to the Master of Social Work/Postgraduate Diploma in Social Work Studies. Please download and print these Referees Report Forms and write your PAC Application Number, name, address and telephone number in the space provided.

TWO REFEREES' REPORTS ARE REQUIRED FOR YOUR APPLICATION - A copy of this form should be sent to each of your Referees:

1. One reference **must** be a third level academic reference and,
2. A second reference **must** be a supervisor/manager of your practical work experience (either paid or volunteer)

PAC Application Number: — — — — — — — —

Applicant Name (in full): _____

Address: _____

Telephone Number: _____

Dear Referee,

The above candidate has applied for admission to the two year Master of Social Work/Postgraduate Diploma in Social Work Studies programme commencing in October and has given your name as a referee. I trust that you have been consulted and I would welcome your comments regarding the applicant's suitability for social work training.

Admission is restricted to graduates with a B.Soc.Sc. or equivalent degree and who have relevant practical experience. The applicant should possess a good intellect and a mature personality. Tolerance and sensitivity towards other people coupled with sound judgement are essential characteristics of a good social worker. A lively interest in social affairs is also an asset. I would therefore, welcome your observations on the applicant in this regard. Furthermore, since social work is demanding in both physical and emotional terms, it would be helpful to know whether there are any additional factors, which should be taken into account.

Please complete the enclosed form, which will be held in strict confidence and should be returned in a sealed envelope to Ms. Emma Lindstrom Cantwell, Social Work Secretary, University College Cork, School of Applied Social Studies, Donovan's Road, Cork. However, University College Cork is subject to the Freedom of Information Act (1997) under which the contents of your reference may be requested by and released to the subject of the reference. Since candidates cannot be interviewed without references, your early response would be most helpful. The final date for receipt of references is **29th January, 2010**

Finally, I would like to thank you in advance for your kind assistance in this matter.

Sincerely,

Dr. Debby Lynch,

MSW Director

Telephone: 00353 21 4903607/2228



(CKE64) MSW Candidate Reference Form
[CKC06] - Postgraduate Diploma in Social Work Studies

Please complete this reference form and return to Ms. Emma Lindstrom Cantwell, Social Work Secretary, School of Applied Social Studies, University College Cork, Donovan's Road, Cork, **before 29th January, 2010.**

If candidates' reference forms are not available to the selection panel on the interview day, the panel will not have sufficient information to make a judgment about candidates' suitability.

Your replies will be held in strict confidence. However, University College Cork is subject to the Freedom of Information Act (1997) under which the contents of this document may be requested by and released to the subject of the testimonial.

Your honest evaluation of the candidate will help us decide whether this applicant is suitable for a career in social work **at this time.**

Name of Applicant:
Address of Applicant:

How long have you known the applicant?

What is your relationship with the applicant (e.g. supervisor, tutor, employer, etc.)?

What are his/her main strengths?

What are his/her main weaknesses/areas for improvement?

Please comment on the applicant's abilities and qualities in the following areas by circling the relevant digit:

N= Not able to observe; 1 = Unsatisfactory; 2 = Poor; 3 = Average; 4 = Very Good; 5 = Excellent

Attitude towards work and learning	N	1	2	3	4	5
Knowledge of job/ability to learn	N	1	2	3	4	5
Performance at work/college	N	1	2	3	4	5
Time-keeping	N	1	2	3	4	5
Attendance	N	1	2	3	4	5
Ability to get on with other people (colleagues, managers, service users)	N	1	2	3	4	5
Ability to work in teams	N	1	2	3	4	5
Sensitivity to the needs of others	N	1	2	3	4	5
Maturity of judgement and dependability	N	1	2	3	4	5
Receptiveness to supervision	N	1	2	3	4	5
Accuracy and punctuality of reports/college work	N	1	2	3	4	5
Initiative	N	1	2	3	4	5
Conduct	N	1	2	3	4	5

Do you have any reservations about the applicant's suitability for a place on the MSW/PGDWS course at this time?

Is the applicant someone you would want to hire/rehire (Y/N)? _____ Please elaborate:

How many hours (approximately) did the candidate work for your organisation (college tutors do not need to fill out this part):

Please list any additional comments that would aid us in determining this person's suitability for social work (please attach additional page(s) if you wish to provide additional information).

Please tick your choice of recommendation:

<input type="checkbox"/>	I strongly recommend	<input type="checkbox"/>	I recommend
<input type="checkbox"/>	I recommend with reservations	<input type="checkbox"/>	I do not recommend

In case we need to contact you in the future, please include:

Name (print):	Organization:
Title:	Email:
Phone:	Fax:
Address:	
Signature:	Date:

**Please ensure that the reference form is stamped with your agencies official stamp and/or an introductory letter on official notepaper is included with the reference form.
Many thanks for your help.**

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Please list any additional comments that would aid us in determining this person's suitability for social work (please attach additional page(s) if you wish to provide additional information).

Please tick your choice of recommendation:

<input type="checkbox"/>	I strongly recommend	<input type="checkbox"/>	I recommend
<input type="checkbox"/>	I recommend with reservations	<input type="checkbox"/>	I do not recommend

In case we need to contact you in the future, please include:

Name (print):	Organization:
Title:	Email:
Phone:	Fax:
Address:	
Signature:	Date:

**Please ensure that the reference form is stamped with your agencies official stamp and/or an introductory letter on official notepaper is included with the reference form.
Many thanks for your help.**

