

Convictions against the law

When students apply for social worker registration at the end of the Bachelor of Social Work they are required to make a declaration about whether they have ever been convicted of any offence against the law. It is our policy to alert applicants to this requirement and ask them to make a similar declaration when they first apply. This information is sought so that potential problems regarding registration as a social worker and access to placement experiences may be discussed with applicants before their application is processed. This will be discussed with you during the selection process.

If you are accepted onto the programme, you must complete and return a NZ Police Consent to Disclosure of Information form to complete your application. If you are offered a place on the programme your consent to disclosure form will be sent by Ara to the Police Licensing and Vetting Service and returned in confidence to the Social Work Academic Manager. Once the information has been received and assessed, your place on the programme will be confirmed. The Criminal Records (Clean Slate) Act 2004 does not apply for this process.

It is important that this initial declaration is correct. If an applicant provides information that proves to be false/misleading, the application/enrolment may be declined/withdrawn.

Information on the Police Vetting Service is available from: www.police.govt.nz/service/vetting

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)? Yes No

If **YES**, please specify details with date of conviction.

Have you ever been refused enrolment by a tertiary provider in New Zealand or overseas? Yes No

If **YES**, please explain

Have you ever been enrolled in a social work programme in New Zealand or overseas? Yes No

If **YES**, please explain

Have you ever been refused registration as a health professional in New Zealand or overseas? Yes No

If **YES**, please explain

Have you been subject to a disciplinary investigation by any regulatory authority (eg SWRB, Teachers Registration Board etc) in New Zealand or overseas? or left any employment under negative circumstances? Yes No

If **YES**, please explain

Children's Act 2014 Safety Check

The Children's Act 2014 requires all those who are engaged in work with children, including students on placement to complete a safety check. Due to the field education component of the programme being applied for, safety checking occurs as part of the application process.

Have you previously worked with children or vulnerable adults? Yes No

If **YES**, please explain

How would you respond to a child behaving aggressively?

How would you respond to a child who has disclosed abuse?

How do you think children should be disciplined?

Is there anything else we should know that might impact on your suitability to work with vulnerable people?
If **YES**, please explain

Yes No

Health status

Have you, or anyone who you have responsibility for and/or are the main carer for, had any physical or mental health problems which could affect your ability to meet the requirements of a demanding programme with a significant practice component?

If so, please state the problem and outline support/strategies needed
If **YES**, please explain

Yes No

During the last three years have you been absent from school or work, or unable to work for a period of three weeks or more because of a health related condition?

Yes No

If **YES**, please explain

Placement experience out of Christchurch

Within the Bachelor of Social Work programme students may be required to have clinical placements outside of Christchurch in locations such as Ashburton, Greymouth or elsewhere. I understand that I can expect to have a field education placement out of Christchurch in the Bachelor of Social Work programme. I agree to this requirement.

Signed

Date

Application checklist - I have attached:

An Admission & Enrolment Form (or I have applied online)

An assignment with cover sheet

TWO referee report forms*

(One reference must be from your most recent employer, or academic institution if this is more recent.

The other reference should ideally be from someone in the health or social services sector, or a personal reference from someone who is not your friend or relative.)

[\(download Referee Report 1\)](#) [\(download Referee Report 2\)](#)

****Please prioritise references from voluntary or paid work or study within the health and social services sector.***

Declaration

I certify that all the information in this application is true and correct. I understand that the material I have supplied becomes the property of the Department of Applied Sciences and Social Practice but that, as personal information, it is protected by the Privacy Act 1993.

I understand that as part of my application process I will be subject to checking as per the requirements of the Children's Act (2014) and that the Criminal Records (Clean Slate) Act 2004 does not apply for this procedure.

All applicants will be assessed against the Social Workers Registration Board (SWRB) Fit and Proper policy (available on the SWRB website).

Name:

Signed:

Dated:

Assignment Cover Sheet

(to be completed and attached to your assignment with your Bachelor of Social Work application)

Applicant to complete all sections

Name:

Student ID Number: (if known)

Word Count:

DECLARATION:

I declare that this assignment is all my own original work.

Signed:

Date:

Note: Penalties for dishonest academic practice are outlined in the Plagiarism, Cheating or Other Dishonest Practices policy - http://www.ara.ac.nz/_data/assets/pdf_file/0004/131557/APP304-Academic-Misconduct.pdf