



Please Note: It is important that this form is completed accurately. Failure to provide all and correct information may delay application processing and applicant's program acceptance.

Scholastic Information

University Currently Attending:

Anticipated begin/end semester in this program:

Start:

Graduate:

University ID#:

Overall Undergraduate GPA:

Social Work GPA:

Demographic/Contact Information

Last Name:

First:

Middle:

Maiden:

Date of Birth:

Permanent Address:

Street Address/Apt#

City

State

Zip

County

Current Address:

Street Address/Apt#

City

State

Zip

County

Contact Information

Telephone:

Cell:

School Email:

Home Email (Required):

Email will be the primary mode of communication with DCS and student. **Home email is required. Application will not be processed if a home email is not provided.** Please be sure to provide your accurate email address.

**School
Home**

Which is your preferred email address?

**Yes
No**

Are you a US Citizen?

**Yes
No**

Are you currently an employee of a State agency, organization, or department?

**Yes
No**

Have you taken or are you currently enrolled in any college level Spanish class?

**Yes
No**

Do you speak any languages besides English?

**Yes
No**

Are you a Tennessee resident?

If 'yes' what languages?

In what TN County do you reside?



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CS-0994
Rev: 08/23





The information requested below is for compliance with federal laws. Your responses are voluntary and kept confidential. If you choose not to answer these questions, you will not be subject to any adverse treatment in the application process.

Sex	Race/Ethnicity					
Female	Alaskan Native	African American	Asian or Pacific Islander	Caucasian	Hispanic	Other
Male						

Background Information/Application Terms of Acceptance

1. Yes No	Are you involved in an open DCS case? <i>If "Yes", provide details as requested on the last page of this form: <u>Addendum: Background Information -Additional Explanations</u></i>
2. Yes No	Have you ever been convicted and/or currently on probation for any misdemeanor or felony charge (or any equal offense under military law)? <i>If "Yes", provide details as requested on the last page of this form: <u>Addendum: Background Information -Additional Explanations</u></i>
3. Yes No	Have you ever been identified as an indicated perpetrator of child abuse or neglect by the Tennessee Department of Children's Services or in any other state? <i>If "Yes", provide details as requested on the last page of this form: <u>Addendum: Background Information -Additional Explanations</u></i>
4. <i>initial</i>	I agree to submit to criminal background checks prior to the beginning of the DCS office field placement that is required by the DCS Tuition Assistance BSW/BSSW Program and later for employment with the Tennessee Department of Children's Services.
5. <i>initial</i>	I agree to submit to the Tennessee Bureau of Investigation Sexual Offenders Registry check by the Tennessee Department of Children's Services to determine if my name is identified on the registry maintained by the TBI in accordance with <i>Tennessee Code Annotated (TCA) 40-30-106</i> .
6. <i>initial</i>	I further understand that, upon receipt of the results of the criminal background, CPS perpetrator records, and Sexual Offenders Registry checks, the Tennessee Department of Children's Services (DCS) may disqualify me from participating in the DCS office field placement or from DCS employment.
7. <i>initial</i>	As part of the Tennessee Department of Children's Services volunteer and/or hiring application process, I agree to be fingerprinted and authorize the release of any investigative and criminal records obtained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation to the Department of Children's Services (<i>TCA 38-6-114; TCA 71-3-533</i>). If accepted into the DCS tuition program, I agree to release verification of grades, maintain a positive academic standing and appropriate progress toward the degree and immediately notify the DCS program manager of any problems with the above.
8. Yes No	Students, accompanied by DCS personnel, must be able to respond quickly to emergency calls. When accompanying DCS staff, they will need to be able to make emergency home visits throughout their DCS office's geographical area, entering various types of dwellings--trailers, homes, apartments, etc. Do you have any limitations that could interfere with your performing such demanding work?



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9. <i>initial</i>	**Please Note** DCS will attempt to place the students in the DCS service region of their choice, if possible. If DCS determines based upon current staffing levels there are no employment opportunities in the DCS service region of the student's choice, the student will be required to accept a position in another DCS service region.
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Background Information/Application Terms of Acceptance

Certification and Agreement: I certify that I understand and accept the aforementioned 'Application Terms of Acceptance' and attest that the information provided by me in this application is true and complete to the best of my knowledge and understand that any willful false statement is sufficient cause for rejection of this application.

Applicant's Signature

Date

After completion, please print, and sign, and return this form along with other application materials to:

Department of Children's Services
ei-dcs.preservice@tn.gov
Subject Line- Certification Program New Application



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Addendum: Background Information - Additional Explanations

COMPLETE ONLY IF YOU ANSWERED "YES" TO QUESTIONS IN "Background Information/Application Terms of Acceptance" SECTION

1. Are you involved in an open DCS case?

If you answered "Yes", provide additional information about such a connection or involvement.

2. Have you ever been convicted and/or currently on probation for any misdemeanor or felony charge (or any equal offense under military law)?

If you answered "Yes", give details for each conviction. Include (1) date, (2) charge, (3) place, (4) court, and (5) action taken. You must disclose any conviction involving a sentence or suspended sentence. You may omit: (1) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or (2) any conviction which has been expunged under federal or state law. A conviction will not necessarily disqualify you from participation in the DCS BSW/BSSW Stipend Program. A conviction will be evaluated on its own merits with respect to time, circumstances, and seriousness.

3. Have you ever been identified as an indicated perpetrator of child abuse or neglect by the Tennessee Department of Children's Services or in any other state?

If you answered "Yes", provide dates and an explanation for each indictment.

4. Students, accompanied by DCS personnel, must be able to respond quickly to emergency calls. When accompanying DCS staff, they will need to be able to make emergency home visits throughout their DCS office's geographical area, entering various types of dwellings--trailers, homes, apartments, etc. Do you have any limitations that could interfere with your performing such demanding work?

If you answered "Yes", provide dates and an explanation for each indictment.

Applicant's Full Name

Applicant's Signature

Date

If this page is completed, please include with the application materials.



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