

**SOCIAL WORK DIPLOMA  
PROGRAM**

**2017  
APPLICATION PACKAGE**

## THE APPLICATION PROCESS

The application process is detailed and will require the commitment of a significant amount of your personal time and effort. The completion of each of the components of this admission package is integral to ensuring that your application will be processed in an effective manner. **The documents listed below must be submitted to Yellowhead Tribal College by June 30, 2017.** Applicants are also encouraged to submit the necessary documents to meet the funding deadlines set by their sponsors.

- ✓ Official High School Transcripts;
- ✓ Official Post-secondary Transcripts, if applicable;
- ✓ Confirmation of English 30-1 or equivalent course and final mark of at least 65%. Applicants without English 30-1 are invited to apply but must complete the equivalent of English 30-1 prior to the commencement of the program.
- ✓ Verification of 100 hours of volunteer or work experience in human service setting within the previous two years;
- ✓ Current Resume;
- ✓ Personal Statement;
- ✓ Three letters of reference (one should be from the supervisor of your volunteer or work experience)

## PROGRAM APPLICATION CHECKLIST

I have:

- Ordered my official high school transcripts from Alberta Learning (Transcripts must be sent from Institution to Institution) \_\_\_\_\_
- Ordered my official post-secondary education transcripts from all post-secondary institutions that I have attended in the past (Transcripts must be sent from Institution to Institution) \_\_\_\_\_
- Attached verification of 100 hours of volunteerism or work experience within a human service setting. \_\_\_\_\_

- Attached a copy of my current resume. \_\_\_\_\_
- Attached a completed copy of my personal profile. \_\_\_\_\_
- Attached a current Criminal Record Check\* (*voluntary*)  
(these are available through the police and at some First Nations  
police services. A fee may be charged for this service.) \_\_\_\_\_
- Three letters of reference, \_\_\_\_\_
- Personal interview completed with social work faculty and/or Elder.  
(date and name of faculty \_\_\_\_\_)

\*possession of a criminal record does not restrict applicants from admission to the program. The record will be assessed with respect to the nature of the offense(s), to explore life changes since these events were documented, and to encourage an applicant's commitment to seek pardon on criminal records. A criminal record **may** limit practicum placement and employment opportunities in the field of social work.

If you have any questions about the application procedure, please contact:

Gino Restivo  
 Department Head  
 YTC  
 780-4854-0303, Ext. 273  
[gino.restivo@ytced.ab.ca](mailto:gino.restivo@ytced.ab.ca)

## Personal Profile

Please answer each of the following questions in paragraph format:  
(double spaced word-processed responses are preferred)

1. Please describe your reasons for pursuing a career in social work.
2. Please describe your reasons for wishing to complete your social work education within a program that possesses an indigenous cultural foundation.
3. Please identify and describe those skills and experiences that you believe indicate your personal suitability to the field of social work.
4. Leading a healthy lifestyle is an essential requirement for successfully participating in a social work education program that is founded upon Indigenous values, knowledge and philosophy. Please describe your plans for ensuring that the following elements of your life will be addressed in a healthy manner throughout the duration of your social work diploma studies.
  - Potential life challenges
  - Family and community commitments
  - Spiritual needs
  - Academic responsibilities
  - Financial considerations
5. In one to two paragraphs please describe your knowledge of Indigenous culture and those social issues that currently face Indigenous peoples in Canada.

*Please forward this reference to:*

**Mail, Fax or E-mail:  
Registrar  
Yellowhead Tribal College  
#304-17304 – 105 Avenue  
Phone: 780-484-0303, Ext. 506  
Fax: 587-524-7275  
e-mail: registrar@ytced.ab.ca**

Please note: all reference forms must be received by June 30, 2017

## Application Package – Confirmation of Reference Requests

I have provided the following three individuals with a copy of the Reference Form and they have agreed to send the completed form to the attention of the Registrar at Yellowhead Tribal College by mail or fax.

Reference #1: \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

Reference # 2: \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

Reference #3: \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

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Please note: all reference forms must be received by May 12, 201

## Application Package – Reference Form

Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

On a separate page, please respond to the following:

1. Please describe those skills that you believe the applicant possesses that will assist them in successfully completing a social work education program. (For example, you may describe the applicant's skill level in such areas as interpersonal communication, writing, and time management)
2. Please describe in what ways you believe that the applicant is suited to the profession of social work.
3. Please comment, as applicable, upon the applicant's past or potential contributions to social work practice with Indigenous peoples.

Date: \_\_\_\_\_

Signature of person completing this form: \_\_\_\_\_

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Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

On a separate page, please respond to the following:

2. Please describe those skills that you believe the applicant possesses that will assist them in successfully completing a social work education program. (For example, you may describe the applicant's skill level in such areas as interpersonal communication, writing, and time management)
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Name of Reference \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

On a separate page, please respond to the following:

3. Please describe those skills that you believe the applicant possesses that will assist them in successfully completing a social work education program. (For example, you may describe the applicant's skill level in such areas as interpersonal communication, writing, and time management)
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Date: \_\_\_\_\_

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