



**BACHELOR OF SOCIAL WORK PROGRAM**  
**Application for Admission**

The following documents are necessary to complete the program application:

- Application (incomplete applications will not be considered)
  - Personal Narrative
  - Two References (Professional References only, no relatives or friends)
  - Copy of Transcript – unofficial (FSU students can get a copy from Student Records on Banner)
  - Criminal Background Check (Submitted through <https://www.castlebranch.com/>); [Instructions on page 4](#))
- \* Applications are accepted on a continuous basis.

(Please print or type)

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

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**Program Information**

Are you a full-time or part-time student?  Full time (12 hours or more)  Part time (less than 12 hours)  
Which term are you applying for?  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Sum I 20\_\_\_\_  Sum II 20\_\_\_\_

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**Personal Information**

Name: \_\_\_\_\_ Banner ID # \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street and number City State Zip Code

Telephone: \_\_\_\_\_  
Home Work Mobile

Email Address: \_\_\_\_\_

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**Personal Narrative**

Attach a personal narrative (typed, double spaced, two to three full pages in length in APA format) to support your application. It should address the following:

- ❖ Why do you want to be a social worker?
- ❖ What skills do you think are important to become a social worker?
- ❖ What qualities do you regard as your strengths and what are your personal limitations?
- ❖ Address your academic background – describe in your own words any academic or transcript challenges that may affect you in the social work program.
- ❖ What experience(s) have you had dealing with people that have backgrounds that are different from yours?
- ❖ Identify a social work or social justice issue and explain why it is important to you.

**Demographic Information Optional**

Demographic information is optional and is for statistical purposes only. It will in no way affect the consideration of your application.

Date of birth: \_\_\_\_\_ Gender:  Male  Female  Transgender  Other: Specify \_\_\_\_\_

Race / Ethnicity:  Hispanic or Latino  Asian  Black or African American  White  
 American Indian or Alaskan Native  Native Hawaiian or other Pacific Islander  
 Other \_\_\_\_\_ (please specify)

Age: \_\_\_\_\_

**Employment and Volunteer Experience**

In the table below list employment and volunteer experiences you have had during the last five years.

Name of Employer/ Agency:  Position

Paid Employment  Volunteer Experience

Date Started (MM/YYYY)  Date Ended (MM/YYYY)  Hours Per Week

Population Served:

Duties and Responsibilities:

Name of Employer/ Agency:  Position

Paid Employment  Volunteer Experience

Date Started (MM/YYYY)  Date Ended (MM/YYYY)  Hours Per Week

Population Served:

Duties and Responsibilities:

\*The BSW Program does not give course credit for prior work or volunteer experience.

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**Admission Requirements**

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Please check that you have met the following requirements for application to the BSW Program.

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> Cumulative GPA of 2.5 or higher  | Current GPA: _____               |
| <input type="checkbox"/> Completion of at least 64 credit hours   | Number of hours completed: _____ |
| <input type="checkbox"/> Completion of the following core curriculum courses<br>with a grade of C or better (See Plan of Study) |                                  |
| <input type="checkbox"/> Attended the BSW Orientation   | Date of Orientation: _____       |

(Orientations are held each semester. Information on the orientations will be on-line at <http://www.uncfsu.edu/sw/> once the orientations are scheduled. BSW orientation is mandatory.)

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**Background Information**

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1. Have you ever been convicted of a felony or misdemeanor as an adult?     Yes     No
2. Do you have any criminal charges pending against you?     Yes     No
3. Has any governmental agency ever substantiated allegations made against you for physical, mental, or emotional abuse or neglect, sexual abuse, or exploitation of (1) a child, (2) a resident of an adult care home, medical care facility, psychiatric hospital or state institution for individuals with a disability, or (3) an adult?     Yes     No

**If you answered yes to either of the above, please attach an explanation.**

Answering "yes" does not automatically disqualify you for admission to the BSW program. However, depending on circumstances, it may affect your ability to be placed in a field practicum which is necessary to complete the BSW program. Please contact the BSW Program Director if you have any questions.

I understand that prior convictions, diversions or pending charges may affect my ability to be placed in a field practicum which is necessary to complete the BSW program. (This means that while you may be admitted to the program, you may not be able to complete the degree if there is something in your background that would prevent you from being placed in a field practicum. Many agencies require background checks). \_\_\_\_\_  
Initial

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**BSW Applicant Agreements**

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I hereby certify that the statements contained in this completed application and any other information included as a part of my application and attachments are true and correct. I agree and understand that any my misrepresentations or omissions on my part may delay the faculty's decision regarding my acceptance in the BSW program. \_\_\_\_\_  
Initial

You must promptly notify the School of Social Work in writing of any criminal charges; any disposition of a criminal charge; any school, college, or university disciplinary action against you; or any type of military discharge other than an honorable discharge that occurs at any time after you submit this application. Your failure to do so will be grounds to deny or withdraw your admission, or to dismiss you after enrollment. \_\_\_\_\_  
Initial

I hereby certify that I shall maintain professional conduct in accordance with the FSU Code of Conduct; the School of Social Work's academic and professional standards, and the NASW Code of Ethics. (NOTE: You will find NASW's Code of Ethics at the following website: <http://www.socialworkers.org/pubs/code/code.asp>.) \_\_\_\_\_  
Initial

Signature

Initial

Date

Return completed application form together with personal narrative, two references and a copy of transcript to:

By Mail:

Fayetteville State University  
School of Social Work, BSW Program  
1200 Murchison Road  
Fayetteville, NC 28301

Questions? Call School of Social Work at (910)672-1334  
Dr. Erica Campbell, BSW Program Director  
(910) 672-2675 [ecampb11@uncfsu.edu](mailto:ecampb11@uncfsu.edu)  
<http://www.uncfsu.edu/sw/>

On Campus: Lauretta J. Taylor Building, Room 225

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## Instructions to complete the Criminal Background Check

1. Log into Castlebranch.com by clicking on the link below. You can also paste the link to your browser or type in [www.castlebranch.com](http://www.castlebranch.com)

<https://www.castlebranch.com/>

The screenshot shows the CastleBranch website homepage. At the top, there is a navigation bar with the CastleBranch logo, a search bar, and buttons for "Place Order" and "Sign In". Below the navigation bar are several menu items: "Solutions", "Partners", "Resources", "About Us", "Contact Sales", and "Support". The main content area features a large blue banner for "Bridges™" with the text "ARE YOU MANAGING YOUR STUDENT CLINICAL ROTATIONS OR ARE THEY MANAGING YOU?" and a "DISCOVER MORE" button. Below the banner are three columns of text: "EXCEPTIONAL VALUE" (Get more without spending more), "ULTRAFAST TURNAROUND TIME" (Solutions that won't slow you down), and "ACCURACY WITHOUT COMPROMISE" (The highest standard, delivered). The Windows taskbar is visible at the bottom, showing the time as 11:57 PM on 10/16/2018.

2. Click on Place order on the right (in blue)
3. Type in the Package code: FD22

The screenshot shows the CastleBranch website's package code submission page. The URL in the browser is [https://www.castlebranch.com/online\\_submission/package\\_code.php](https://www.castlebranch.com/online_submission/package_code.php). The page features the CastleBranch logo, a search bar, and buttons for "Place Order" and "Sign In". Below the navigation bar are menu items: "Solutions", "Partners", "Resources", "About Us", "Contact Sales", and "Support". The main content area has a blue banner with an image of hands holding a tablet. Below the banner, the text reads: "Ordering your own background check? Please enter the organization's package code." There is a "Package Code:" label, a text input field containing "FD22", and a "Submit" button. Below the form, there is a note: "School Administrators and Employers, log in to your Administrator Portal to view and manage your students and applicants and their orders. If you do not know the package code, please contact Customer Service at (888) 723-4263 or [customerservice@castlebranch.com](mailto:customerservice@castlebranch.com)". At the bottom, there is a footer with links for "Careers", "North Carolina Services", "Skills Test", "Non-student Background Checks", "Dispute Accuracy of My Background Check", "View Background", "Pay Bill", "Site Map", "Disclaimer", "Privacy", and a "napbs ACCREDITED" logo. The Windows taskbar is visible at the bottom, showing the time as 11:57 PM on 10/16/2018.

- Then click submit
- Review the information listed below:

Please review

**Fayetteville State University - School of Social Work** includes the following package contents:

**Package: FD22**

- Statewide Criminal NC
- Nationwide Sexual Offender Index
- Nationwide Record Indicator with SOI
- Residency History
- Package Cost: \$27.00

**Additional Information**

The package price above includes a statewide search within the State of North Carolina. If additional addresses are found associated with your name outside the State of North Carolina, they will be performed at no additional charge. Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

- Click on the box indicating that I have read, understand and agree to the Terms and Conditions
- Then click on Continue
- Place order by completing the required form below

The screenshot shows a web browser window with the URL [https://mycb.castlebranch.com/online\\_submission/applicant\\_info.php](https://mycb.castlebranch.com/online_submission/applicant_info.php). The page features the CastleBranch logo and navigation links for 'Contact Us' and 'Logout'. A progress bar at the top indicates eight steps, with step 1 being the current step. Below the progress bar is the 'PERSONAL INFORMATION' section, which includes the following fields: First Name, Middle Name, Last Name, Suffix (dropdown), Phone, Alt Phone, Email Address, Confirm Email, Country (dropdown, currently set to 'United States of America'), Address 1, Address 2, City, State (dropdown), and Zip Code. An important note states: 'Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.'

- Click next below and continue with all steps until you are complete