

Supportive Supervision Scheme 2.0

Certified Social Work Supervisors-in-Training Course

Application Form

Notes to Applications:

This application form should be typed or written in block letters. Please use separate sheets for details or explanation if necessary. The completed application form should be returned to Hong Kong Social Workers Association, Rm 703, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong.

1. You are requested to attach photocopies of certifications, transcripts and other relevant documents to support information given in your application. These copies are not returnable and will be verified in due course.
2. If additional documentation is needed for your application, HKSWA will contact you with details regarding the documentation needed and the deadline for submission. HKSWA reserves the right to request clarifying information as needed.
3. All information given in this form will be treated in “**STRICT CONFIDENTIAL**”
4. Provision of full and complete information in your application and completion of all items on the application form is obligatory for selection purpose.
5. Under the Personal Data (Privacy) Ordinance, you may request for access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Hong Kong Social Workers Association, Rm 703, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong..
6. A receipt will be issued by HKSWA acknowledging receipt of the application. The applications are requested not to call for confirming receipt of application.
7. All applications are reviewed in the order of receipt within 1 week, and results will be sent via E-mail. Failure to include all required items (correctly completed) will result in the need for additional reviews.

For specific questions regarding the application, please contact HKSWA:

Tel:2528 1802

Fax: 2528 0068

E-mail: hkswa@hkswa.org.hk

Address: Rm 703, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai,
Hong Kong

Information about the course is available at (Website: <http://www.hkswa.org.hk>)

Personal Particulars:

Name in English		¹Title: Mr./Mrs./Ms./Miss/Dr.	
Name in Chinese			
Correspondence Address			
Home Tel.		Office Tel.	
Mobile No.		Fax.	
Email Address			
Occupation/Post			
Name of Organization			
Professional Membership	Award Organization & Membership Number	Award Organization & Membership Number	Award Organization & Membership Number

¹ Please delete whichever not applicable

Academic/Professional Qualification: (in reverse-chronological order)

Institution	Qualifications	Date of Award (month/year)

Work Experiences:

(Please tick below if appropriate)

- I have minimum 5 years frontline experience
- I am in a Supervisory Role and have at least 2 supervisees (social worker) by the start of the course

(please attach additional sheets if necessary)

From (month/year)	To (month/year)	Name of Organization	Post	Job Nature

Please Indicate your Professional Specialization:

(Not more than 3 choices)

Other Information

(relevant to this application, e.g. publications, research)

(Please attach additional sheets if necessary)

Self-Statement:

(Please write a brief summary of not more than 500 words about your supervision work experiences, aims and expectations of attending SSS training)

A large empty rectangular box provided for writing the self-statement.

Declaration:

1. I declare that the information given above is true and accurate to the best of my knowledge.
2. I understand that HKSWA will process my application based on the information that I have given.
3. I understand that upon completion of the selection, HKSWA will retain my application for up to 3 years even if this application is unsuccessful and I ²agree/do not agree to this.

Signature: _____ Date: _____

Name: _____ (IN BLOCK LETTERS)

For Office Use Only

Shortlist: Y/N	Date/Time of Interview:
Qualification Check: Y/N	Selection Result:
Documentation Check: Y/N	Remarks:

Signature: _____

Name of Staff: _____ Date: _____

² Please delete whichever not applicable. For those who do not agree, your applications and related documents will be destroyed 3 months after the program started.