

### **Grandparented Applicants – Employer Verification Requirements**

The applicant must identify his or her current direct supervisor/manager, who will be required to complete an Employer Verification Form. This form will be forwarded to the identified supervisor/manager by the Manitoba College of Social Workers office and submitted directly to the College by the applicant's direct supervisor/manager.

More than one Employer Verification form may be required in order to verify positions and hours functioning in the role of social worker. If hours from previous employment are being submitted, the appropriate former supervisor(s)/manager(s) must be identified.

In the event that the applicant has a private supervision arrangement independent of his/her place of employment, the College may require Employer Verification forms from recognized agencies/organizations for whom a practitioner provides service, at the discretion of the registrar.

### **Applicants with a Social Work Degree – Reference Requirements**

Applicants are required to arrange for submission of one professional reference in a form approved by the registrar to be sent to the College directly from the reference provider.

#### ***Employed***

An applicant employed in a social work role must provide a reference from his or her current direct supervisor. If the applicant has assumed a new position in the last 6 months, both current supervisor and former supervisor references are required.

An applicant employed in a social work role who does not have a direct supervisor must provide a reference from a Social Worker who is familiar with the applicant's practice over the previous 12 months and has known the applicant for more than one year.

#### ***Unemployed***

An applicant who is not employed in a social work role must provide a reference from his or her most recent employment or practicum supervisor who is familiar with his or her social work practice within the last 2 years.

An applicant who has not practiced social work within the last two years must provide a reference from a Social Worker who is familiar with the applicant's most recent social work practice and has known the applicant for more than one year.

#### ***New Graduates***

An applicant who has graduated within the last 12 months who is not currently employed in a social work role must provide a reference from a field practicum supervisor or field coordinator familiar with his or her social work practice.

***Additional references may be required at the discretion of the Registrar.***

***In all cases, references must not be immediate family members or applicants as self-employed practitioners.***

***It is requested that applicants contact their references in advance to ensure that they are able to provide a professional reference to The College and to confirm current email contact information.***