

State of Nebraska
Department of Health and Human Services
Protection and Safety Worker
Supplemental Application Form
version 2.0 (Updated 04-04)

Return to: DAS--State Personnel, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905

Applicant Name: _____ **SSN:** _____ - _____ - _____
(Last) (First)

Office locations (cities) for which you wish to be considered: _____

1. Please follow all instructions carefully. Among other things, you will be evaluated on your level of compliance with the instructions.
2. Please print as clearly as possible.
3. You should be as thorough as possible in documenting your background. Do not, however, be concerned if you have no relevant training or experience in certain areas. There is no expectation that you have prior experience in all the listed areas.
4. You should be prepared to discuss and elaborate upon the information provided in this supplemental application, especially in the event that you are selected for an interview.

I understand that any false information in this application will be sufficient reason for rejection of my application or termination of my employment. I herewith authorize and request each and every former employer, person, firm, corporation, and educational institution to answer any and all questions that may be asked and herewith hold such persons harmless for giving any and all information within their knowledge or records. I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of additional information concerning the nature and scope of this investigation. In addition my signature on this application form will serve as authorization to release any and all information recorded on or attached to this application to any state or federal investigative agency.

Signature of Applicant: _____ Date: ____/____/____

SECTION 1: Complete this section only if you have worked in the State of Nebraska as a *Protection and Safety Worker (including Juvenile Services Officer)*, or have previously done protective services work under the former job titles of *Child Protective Services Worker, Adult Protective Services Worker, or Juvenile Parole Officer*.

Job Title(s): _____ **Assigned Office(s):** _____

Dates of Employment: from: _____ to: _____

Dates of Preservice Training: from: _____ to: _____

Caseload Served (check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> abused/neglected children | <input type="checkbox"/> abused neglected adults | <input type="checkbox"/> intake/initial assessment |
| <input type="checkbox"/> ongoing cases | <input type="checkbox"/> delinquent youth | <input type="checkbox"/> status offenders |

SECTION 2: All applicants should complete this section. The intent of this section is to document training and experience including that received in positions listed in Section 1 (i.e., include all training and experience gained through employment in protective services in Nebraska).

EXAMPLE OF REQUIRED DOCUMENTATION

<u>Task or Ability</u>		<u>Education or Training</u>	<u>Work Experience</u>
3. Conducted interviews to gain standardized information or determine the facts of a case		No Yes	A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	
"Interviewing Institutionalized Clients"/University of Nebraska-Omaha/4 months (1 semester)	Information about theory and practice in conducting clinical interviews for institutionalized mental health patients	A	
Intake coordinator / Des Moines Regional Center / 4 years	Conducted an average of 5 intake screening interviews per week with developmentally disabled adults -- covering social and medical history	R	

"Task or Ability"

These are descriptions of tasks and abilities that are relevant to the PSW position. Do not write in this column.

"Education or Training"

For every task/ability category, please identify your level of prior education or training. Use the following coding system, and circle the appropriate response.

- No:** You have no education or training in this area
Yes: You have received formal education or training in this area (academic courses or certified training through some form of conference, workshop, or training program)

"Work Experience"

For every task/ability category, please identify your level of work experience. Work experience may include paid work, on-the-job training, internships, practicums, or a volunteer position. Use the following coding system, and circle the appropriate response. Circle only one option.

- A:** No work experience
B: Some work experience; you have performed this task on an occasional basis (e.g., less than once/week)
C: Substantial work experience; you have performed this task on a regular basis (e.g., more than once/week) or on an occasional basis over a period of years.

"Place & Duration"

For educational or training background: list the course, the school or training program attended, and the number of months or years of training or education in this specific task area.

For work experience: list the title of the job, the name of the company or agency for which you worked, and the number of months or years of experience in this specific task area.

"Nature/Content"

Briefly describe the nature or content of the education, training, or experience.

"Source"

Write in the letter "A" for application or "R" for resume to indicate the main source of supporting information.

NOTE: You may list experience from a single job or training under multiple task/ability categories (as long as that experience clearly relates to each task/ability category). You may also list multiple jobs or trainings for each task/ability category.

<u>Task or Ability</u> 1. Developed case plans, treatment plans, service plans, or parole plans		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	

<u>Task or Ability</u> 2. Responded to crisis situations; handled aggressive or resistive individuals or families		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	

<u>Task or Ability</u> 3. Conducted interviews to gain standardized information or determine the facts of a case		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	

<u>Task or Ability</u> 4. Interacted with individuals or families from religious, ethnic, or cultural backgrounds other than your own		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	

<u>Task or Ability</u> 5. Formally assessed risks or needs for an individual, family, or community		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	

<u>Task or Ability</u> 6. Counseled individuals or families to cope with problems or develop skills		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	

<u>Task or Ability</u> 7. Testified in court hearings or other official administrative hearings		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>		<u>Source</u>

<u>Task or Ability</u> 8. Worked as a service coordinator; made referrals; checked on client progress		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>		<u>Source</u>

<u>Task or Ability</u> 9. Participated in team review of client progress		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>		<u>Source</u>

<u>Task or Ability</u> 10. Conducted searches, initiated arrests, and transported individuals to a secure setting		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	

<u>Task or Ability</u> 11. Maintained interaction with an assigned caseload of clients through face-to-face or other contact		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	

<u>Task or Ability</u> 12. Enforced laws, rules, or regulations with clients or citizens		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>	<u>Source</u>	

<u>Task or Ability</u> 13. Documented actions and client contact in a case narrative or record; wrote official reports		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>		<u>Source</u>

<u>Task or Ability</u> 14. Explained procedures, policies, decisions or concepts to individuals or families		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>		<u>Source</u>

<u>Task or Ability</u> 15. Supervised or monitored the structured activities of individuals or families		<u>Education or Training</u> No Yes	<u>Work Experience</u> A B C
<u>Place & Duration</u>	<u>Nature/Content</u>		<u>Source</u>

<u>Task or Ability</u>		<u>Education or Training</u>		<u>Work Experience</u>		
16. Determined clients' eligibility for services		No	Yes	A	B	C
<u>Place & Duration</u>		<u>Nature/Content</u>			<u>Source</u>	

<u>Task or Ability</u>		<u>Education or Training</u>		<u>Work Experience</u>		
17. Established and maintained relationships with local agencies		No	Yes	A	B	C
<u>Place & Duration</u>		<u>Nature/Content</u>			<u>Source</u>	

SECTION 3: All applicants should answer the following questions.

- 1) Can you type at a standard computer or typewriter keyboard, at a rate of 25 words per minute or more? **No** **Yes**
- 2) Are you sufficiently computer literate that you can turn a computer on and off, identify computer hardware components, and open and use simple software applications? **No** **Yes**
- 3) In what languages, other than English, can you speak and write fluently?
(Examples: Spanish, Vietnamese, American Sign Language)
