

**SENTARA NORFOLK GENERAL HOSPITAL
SCHOOL OF CLINICAL PASTORAL EDUCATION –
SUPPLEMENTAL APPLICATION FOR ADMISSION TO PROGRAMS OF CPE**

Sentara Norfolk General Hospital School of Clinical Pastoral Education does not discriminate on the basis of age, race, sex, color, creed, national origin, sexual orientation, marital status, or disability.

APPLICATION PROCEDURE: Refer to the **CPE Admissions Policies and Procedures**, and the **CPE Financial Policy for specific information regarding admission requirements, counseling, prerequisites and application deadline dates**. Submit this supplemental application form, the application for CPE, and the \$35 application fee by the application deadline date. **Early application is strongly recommended**. The application fee is non-refundable and should be made payable to "Sentara".

ADDRESS: Sentara Norfolk General Hospital, Chaplaincy Services, 600 Gresham Drive, Norfolk, VA 23507.

The Admissions Committee will review only applicant files that are complete. **It is the applicant's responsibility to ensure that all required documentation is received by the school**. After selections have been made, all applicants will be notified whether selected, not selected, or placed on an alternate list. Applicants who are selected and who wish to matriculate will be required to (1) pay a tuition deposit; (2) successfully undergo drug screening and criminal background check; and (3) submit complete medical, immunization, and health insurance verification forms before final acceptance and admission to the school.

PLEASE FILL IN COMPLETELY AND LEGIBLY:

NAME:

Last	First	Middle	All Previous Last Names
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LOCAL

ADDRESS:

Number and Street

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City	State	Zip Code
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SOCIAL SECURITY NUMBER: _____

TELEPHONE: Home: () _____ Work: () _____

MILITARY SERVICE HISTORY: None Veteran Currently Active
Are you eligible for Veterans educational benefits? Yes No

CRIMINAL HISTORY:

Have you ever been convicted of any criminal offense other than minor traffic violations? Yes No

If yes, please explain offense: _____

Are you currently on probation: Yes No

CITIZENSHIP: (check one)

- U.S. Citizen
- *Naturalized U.S. Citizen
- *Permanent Resident –
- Country of Citizenship _____
- *Other: _____

*Attach to this application a photocopy of both sides of your Immigration card or a photocopy of your naturalization document, if applicable. Are you legally eligible for educational training in the United States? Yes No

LANGUAGE: Is English your first language? Yes No

If you answered No above: Have you taken the *TOEFL (Test of English as a Foreign Language)* examination? Yes No

Month/Year Taken: _____ Score: _____

Minimum TOEFL score of 213 (computer-based testing) or 550 (paper-based testing) required.

EMPLOYMENT HISTORY: (Attach resume if desired.)

- Have you ever been employed by Sentara? ___ Yes ___ No Which Sentara Division: _____
 Position Held: _____ Employment Dates: From _____ To _____
 Name & Title of Immediate Supervisor: _____ Phone: _____
- Present or Most Recent Position: _____
 Place of Employment: _____ Address: _____ Phone: _____
 Employment Dates: From _____ To _____ Name & Title of Immediate Supervisor: _____
 Description of Responsibilities: _____
- List **all** other post high school positions in reverse chronological order. Explain lapses in time.

<u>Employer</u>	<u>Location</u>	<u>Position</u>	<u>Employment Dates</u>

HIGH SCHOOL: Do you have a high school diploma or GED? Diploma GED

High School Last Attended	City & State of High School OR State where GED was received	Date of Graduation or GED

POST HIGH SCHOOL: List all educational institutions attended beyond high school in reverse chronological order. If you are currently enrolled, list that school first.

Name of School and Location (school name, city, state)	Dates Attended (mo/yr to mo/yr)	Curriculum or Major	Degree/Certification/ License/Diploma Rcvd

- How did you first learn of this Sentara educational program? _____

ETHICAL CONDUCT AFFIDAVIT

I certify that: (a) no discipline or corrective action arising from a complaint of unethical or felonious conduct has been imposed on me, and no complaint against me for unethical or felonious conduct is pending in a civil, criminal, ecclesiastical, employment or another professional organizations forum; and (b) I have never resigned, been transferred or terminated, nor negotiated a settlement from a position for reasons related to unethical or felonious conduct.

Date: _____ Signature: _____

If the above cannot be certified, please provide an account of the complaint including the forum, the charges, and the final outcome. Provide the names of people involved in the process that you authorize to provide full information to Sentara representatives. Prior actions are not an automatic bar to being accepted in the CPE program. Each situation will be evaluated on its own merits by our Admission Committee and other consultants from our Professional Advisory Group, Legal Department and Human Resources, as needed. Decisions of the Admission Committee are final and not subject to appeal.

I understand that as a condition of my application and of my employment, should I be hired, that I will provide the School of Clinical

Pastoral Education through the CPE supervisor with timely notice of any current unresolved complaint or of any future complaints of unethical or felonious conduct filed against me. I agree to provide this in writing in a timely fashion and will submit any relevant information requested regarding the investigation, adjudication, dismissal or settlement of such complaint. Failure to report or provide accurate, full and truthful information may be grounds for nullifying my application or for dismissal from the School of Clinical Pastoral Education.

Date: Signature:

READ CAREFULLY BEFORE SIGNING

I certify that the information contained in this entire application and its attachments is true. I further understand that falsification of information or incomplete statements herein will result in cancellation of this application. I agree that examination and verification of my employment or previous education, except as it pertains to age, race, sex, color, creed, national origin, marital status or disability, may be made and used relative to my application status. I, therefore, authorize my former employers, persons listed as references and other persons or organizations listed to provide this information and I release all concerned from any liability in connection therewith. I further certify that as of the intended date of enrollment, I will have graduated from an accredited high school or the equivalent and completed, in good standing, additional education and/or degrees as listed on this application and attachments. I also understand that the application fee is not refundable.

Applicant's Signature: _____ Date: _____