

Date: _____

For SOWK Office Use Only

FIELD INSTRUCTION APPLICATION

(Please type)

**Attach Photo
Here**

Student Name: _____

Number of hours you will have when beginning placement (90 hour minimum) _____

Overall grade point average: _____ Grade point average in Core (2.5min.): _____

If GPA is not a 2.5 at time of application, what courses are you taking and what is the status of your grades?

NASW Member: No ____ Yes ____ If "Yes", membership identification # _____
Date joined: _____

Please list your top **three** placement preferences **only** and rank order them prior to your screening interview with faculty field coordinator

CONTACT PERSON/AGENCY ADDRESS
(Street, City, State, Zip)

PHONE

1. _____
_____ (____) _____

2. _____
_____ (____) _____

3. _____
_____ (____) _____

Why have you selected these agencies?

Date: _____ Agency Selected: _____

STUDENT PROFILE

(Please Type)

Name: _____

Social Security #: _____ Birthdate: _____

College Address: _____
(Street) (City) (State/Zip)

Dates you will be at the above address: From: _____ To: _____

College phone #: (____) _____

Best days and times to reach you at this #: From: _____ To: _____
(Days) (Times)

Permanent Address: _____
(Street) (City) (State/Zip)

Permanent/Home Phone #: (____) _____

Which address will you be at during placement? _____

Term you wish to do placement: _____ Date you plan to graduate: _____

Will you have access to a car? _____

Insurance related issues: Are you covered so that you could have another student as a passenger? _____
Are you willing to obtain the insurance required by the agency to be able to use your car to transport clients? _____

Are you fluent in any other language? _____ Specify: _____

If you have any **special needs** which you will require of the agency (due to your health or physical conditions) please feel free to specify.

In Case of Emergency Notify

(Name) (Relationship)

Address: _____
(Street) (City) (State/Zip)

Business Phone: (____) _____ Home Phone: (____) _____

RELATED PROFESSIONAL EXPERIENCE

List all paid or volunteer experience in social agencies or related areas such as churches, youth programs, etc.

<u>Date</u>	<u>Name & Address of Employer</u>	Volunteer=V <u>Paid = P</u>	Part-time=PT <u>Full = F</u>	Reason for <u>Leaving</u>

Can we contact any of the above? _____

OTHER PAID WORK EXPERIENCE

(Most recent three)

<u>Date</u>	<u>Name & Address of Employer</u>	<u>Job Title</u>	Full (F) or <u>Part-time (PT)</u>

Agency schedules may vary. Some require evening or weekend hours. Please list any times you are not available due to other commitments.

RELEASE OF INFORMATION

I _____ give permission for the
(Person Giving Consent)

Bowling Green State University Social Work Program to release to:

_____ at
(Field Placement Instructor)

_____ the
(Agency to Receive Information)

following information:

1. Student Profile
2. Self Assessment Statement
3. A Sample of Case Recording or Documentation Skills

I certify that the above information is accurate and that:

_____ will use
(Agency Receiving Information)

this information to consider me for a field placement.

This consent us to expire on: _____
(Date)

SIGNED: _____
(Student) _____
(Date)

Judy Kiser _____
Field Placement Coordinator *(Date)*

MEMORANDUM OF UNDERSTANDING

Field work requires students to be available for agency placement at least 32 hours per week – Tuesday through Friday between 8:00 A.M. and 5:00 P.M. (Summer internships are Monday through Thursday with SOWK 430 on Fridays).

Monday (or Friday in Summer) has been set aside for the Senior Seminar (SOWK 430) and research work on campus. In order to complete the SOWK 430 requirements, students need to utilize the Placement Services facilities, the Library, and Research Services facilities. Students are required to keep at least **one four-hour block** of time (8 A.M – 5 P.M.) available each week for completing assignments. **ANY** exceptions must have written approval of the Field Coordinator.

I hereby understand and agree to the above conditions for field application.

(Student's Signature)

(Date)