

**JOINT SOCIAL WORK FIELD
INSTRUCTION PROGRAM
NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE
UNIVERSITY
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**APPLICATION FOR FIELD INSTRUCTION (BSW)
(To be typed or written legibly in black ink)**

1. Name _____ Student ID# _____
2. Local Address _____
City _____ State _____ Zip Code _____
3. Local Telephone #: _____
4. Permanent Address _____
City _____ State _____ Zip Code _____
5. Permanent Telephone #: _____
6. Birth date _____ 7. Sex ___M___ F___ 8. Race _____
9. Marital Status: ___ Single ___ Married ___ Widowed ___ Divorced
10. Cumulative GPA _____ 11. Advisor's Name: _____
12. Total number of semester hours completed to date: _____
13. Expected Date of Graduation: _____
14. Are you a transfer student? Yes ___ No ___
15. Are you a double major? Yes ___ No ___
16. Will you be employed next year? Yes ___ No ___
If yes, Full-time ___ Part-time ___ None ___
17. Are you planning to apply for any "specialty" Program (School Social Work Licensure, Child Welfare Collaborative, Congregational Nurses Initiative, Study Abroad, etc.)? Yes ___ No ___
(State "yes" only if you are taking the required social work courses and comply with additional admissions requirements for the program of interest)

To which program will you apply _____

18. Are you planning to get a MSW within three years of graduation? Yes ____ No ____

19. What are your career interests following graduation?

20. Have you ever been convicted of a felony? Yes ____ No ____

21. Do you have limitations (**physical or emotional**) of which we should be aware in planning your field placement? Yes ___ No ___

If yes, are you receiving medication for the condition? Yes ___ No ___

22. Do you have a **valid** NC driver's license? Yes ___ No ___

23. Will transportation be a problem for you next year? Yes ___ No ___ If yes, please explain: _____

24. Briefly describe your ideal field placement (in what setting/s are you interested?).

25. Indicate any social service agency experience you have had, both paid and volunteer.

26. Describe any other employment you have had during the past four years. Include dates and brief job descriptions.

PART II: PROFESSIONAL RESUME'

Below is a format for a resume. Please include **all** the information listed below.

Name
Permanent address
Phone number
E-mail address
(Campus address and phone if different)

EDUCATIONAL OBJECTIVE

(This is a brief statement identifying **skill development areas** in which you are interested.)

EDUCATIONAL EXPERIENCE

List University(ies) and/or colleges attended and degrees obtained, beginning with the most recent school. Include expected date of graduation. (No high school).

(In this section also list courses **by name** [not course number] [Social Work and related courses] that helped prepare you for field instruction. Workshops and seminars attended or presented may go in this section as well.)

EMPLOYMENT/ VOLUNTEER EXPERIENCE

(List factual information: when, where, for whom you worked/volunteered, and responsibilities. Begin with the most recent position. Distinguish, using subheadings, between paid and volunteer experience. Use action verbs. Do not use supervisor's name/s.

Identify skill areas obtained as a result of work/volunteer responsibilities.)

SPECIAL SKILLS

(These may include such things as: speak a foreign language; know sign language, computer literacy, etc.)

REFERENCES

(You may list names and contact information here, or simply state "Available upon request")

PART III: PERSONAL/ PROFESSIONAL NARRATIVE

Your 2-3 page narrative should be typed and double-spaced, with 1” margins, top, sides and bottom of each page. Prepare your statement to include the following:

- A. There are some practicum situations, given specific vulnerabilities of an individual student or circumstances of work with a given client population or in a particular agency, which might place you, the student, at either physical or emotional risk.
- Describe any settings and/or populations where you have a reluctance to serve
 - Describe personal issues which may impact your choice of possible practicum sites; i.e., substance abuse, no car or a suspended driver’s license, caretaking responsibilities for a family member, etc.
 - Briefly disclose pertinent information involving previous, existing, or continuing health/medical conditions or other issues that may impact placement

NOTE: Such issues need to be presented to the Directors of Field Instruction in advance to assist with planning for your field placement. It is your responsibility to apprise the Field Directors of this information. Failure to disclose may result in denial of admission to field or termination of field placement.

- B. Discuss the factors, reasons, and motivations which led you to consider social work as your career.
- Discuss your particular interests in social work. (Reasons for choosing the field; your educational pursuits; populations you would like to serve; and your eventual social work goals; etc.)
 - Describe a situation in which **you have asked** for help. (Talk about the event as well as the feelings associated with your need, and how this influenced your choice of social work as a career choice)
 - Describe a situation in which **you have given** help. (Talk about the event as well as your perceptions about being the helper, and how this influenced your choice of social work as a career choice)

Field Directors will consider your special needs and circumstances and will try to make accommodations when and where necessary. In recognizing the importance of the field placement, however, please make arrangements for child care, caretaking duties for parents, etc. The field placement is a graded, professional practice experience that must meet the criteria of the field instruction program and the professional development needs identified for the program, the profession and you, the student.

BEFORE TURNING IN THIS APPLICATION PACKAGE, BE SURE IT INCLUDES:

1. **Completed Application for Field Instruction form.**
2. Personal/Professional Narrative
3. **Junior year volunteer experience documentation form.**
4. Current course audit sheet-UNCG/degree audit-A&T
5. Copy of a valid driver’s license and proof of car insurance.
6. Completed résumé.
7. Money order or cashier’s check for professional liability insurance, for \$31.50 (subject to change). Make MO to your respective university. No personal checks, please.

INCOMPLETE APPLICATION PACKAGES WILL NOT BE PROCESSED

Revised fall, 2010