

This form is to be typewritten

*University of Cincinnati*

*School of Social Work*

*Personal and Professional Background Outline*

*BSW Field Instruction Program*

**1. Personal**

**a. Name** \_\_\_\_\_

**Local Address** \_\_\_\_\_

\_\_\_\_\_

*City*

*State*

*Zip*

**Summer Address** \_\_\_\_\_

\_\_\_\_\_

*City*

*State*

*Zip*

**Telephone (Day)** \_\_\_\_\_

**(Evening)** \_\_\_\_\_

**(Summer)** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**b. Is car available for fieldwork? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**c. Any physical condition, family responsibilities, or work commitments that require special consideration? If yes describe.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. PREVIOUS EXPERIENCE**

**A. Human Service – Paid**

1. Agency \_\_\_\_\_

Position/Title \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ To \_\_\_\_\_

Duties \_\_\_\_\_

2. Agency \_\_\_\_\_

Position/Title \_\_\_\_\_

Dates of Employment From \_\_\_\_\_ To \_\_\_\_\_

Duties \_\_\_\_\_

**B. Human Services – Volunteer**

1. Agency \_\_\_\_\_

Position/Title \_\_\_\_\_

Volunteer Dates From \_\_\_\_\_ To \_\_\_\_\_

Duties \_\_\_\_\_

2. Agency \_\_\_\_\_

Position/Title \_\_\_\_\_

Volunteer Dates From \_\_\_\_\_ To \_\_\_\_\_

Duties \_\_\_\_\_

**C. Previous Field Placements**

*Agency* \_\_\_\_\_

*Dates From* \_\_\_\_\_ *To* \_\_\_\_\_

*Duties* \_\_\_\_\_

*Educational Program* \_\_\_\_\_

**D. Other Employment**

1. *Employer* \_\_\_\_\_

*Position/Title* \_\_\_\_\_

*Dates of Employment From* \_\_\_\_\_ *To* \_\_\_\_\_

*Duties* \_\_\_\_\_

2. *Employer* \_\_\_\_\_

*Position/Title* \_\_\_\_\_

*Dates of Employment From* \_\_\_\_\_ *To* \_\_\_\_\_

*Duties* \_\_\_\_\_

**III. Grade Point average in the School of Work** \_\_\_\_\_

**IV. Professional Goals:**

*Why are you interested in social work? What do you expect to get out of your experience? What skills do you want to learn or to improve? What are your instruction and mentoring needs, etc.*

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*Professional Goals (continued)*

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*Please make at least four (4) copies of the “Personal and Professional Background Outline”:*

- 1. It is the responsibility of each student to provide one copy of the Outline to the BSW Field Coordinator. Please bring the Outline to the School of Social Work Office Suite, 1600 West French Hall and place it in the Janet Melcher’s mailbox or bring it to Jan Melcher’s office (#1622).*
- 2. It is the responsibility of each student to provide a copy of this Outline to each agency Field instructor the student visits.*
- 3. Students should keep a copy of the Outline for their own files.*