

*University of Cincinnati*  
*School of Social Work*  
**Personal and Professional Background Outline**  
***MSW Field Instruction Program***

***I. Personal***

***A. Name*** \_\_\_\_\_

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

\_\_\_\_\_

|                    |                     |                   |
|--------------------|---------------------|-------------------|
| <b><i>City</i></b> | <b><i>State</i></b> | <b><i>Zip</i></b> |
|--------------------|---------------------|-------------------|

\_\_\_\_\_

***Area of residence in town or neighborhood***

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***D. Do you anticipate any problems in scheduling or completing your fieldwork?***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II: Prior Work Experience (Start with most recent position)**

**A. Human Service – Paid**

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

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

Length of Employment    Years \_\_\_\_\_    Months \_\_\_\_\_

Duties: \_\_\_\_\_

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

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

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

Length of Employment    Years \_\_\_\_\_    Months \_\_\_\_\_

Duties: \_\_\_\_\_

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

*(Attach Additional sheets if necessary)*

**B. Human Service – Volunteer**

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

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

Length of Employment    Years \_\_\_\_\_    Months \_\_\_\_\_

Duties: \_\_\_\_\_

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

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

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

Length of Employment    Years \_\_\_\_\_    Months \_\_\_\_\_

Duties: \_\_\_\_\_

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

**III. Previous Field Placements**

**A. Agency** \_\_\_\_\_

**Dates** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**B. Agency** \_\_\_\_\_

**Dates** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**IV. Educational Background**

**A. Undergraduate**

**Degree** \_\_\_\_\_ **Year obtained** \_\_\_\_\_

**School** \_\_\_\_\_

**Major** \_\_\_\_\_ **Minor** \_\_\_\_\_

**B. Other Graduate Degrees**

**Degree** \_\_\_\_\_ **Year obtained** \_\_\_\_\_

**School** \_\_\_\_\_ **Major** \_\_\_\_\_

- **Social work or social work-related courses taken:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*C. Social work or social work-related continuing education seminars or workshops attended:*

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*V. Professional License and Certification Information*

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*VI. Area of Concentration:*

*Direct Practice* *Specialized area of study* \_\_\_\_\_

*Administration*

*VII. Career Goals*

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*VIII. Special Areas of Expertise or Skill*

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