|  |  |
| --- | --- |
| MSW Field Application ASU Logo Instructions Complete each section of the field application accurately and in its entirety. ***The MSW field application and all supporting documents must be TYPED and signatures must be in pen/ink.*** ***The signed MSW field application, resume, and MSW student course of study should be submitted to the MSW field coordinator via email at*** [jamie.swain@asurams.edu](mailto:jamie.swain@asurams.edu). Incomplete applications will not be processed. The deadline for current students to apply for field is March 31st. Newly admitted students must apply for field as soon as they are accepted to the MSW program if they intend on entering field in the Fall semester.  NO FIELD APPLICATIONS WILL BE ACCEPTED AFTER MARCH 31ST FOR CURRENT STUDENTS OR AFTER JUNE 30 FOR NEWLY ADMITTED STUDENTS. |  |

## Contact Information

|  |  |
| --- | --- |
| **Name** |  |
| **Street Address** |  |
| **City ST ZIP Code** |  |
| **Primary Phone Number** |  |
| **Alternate Phone Number** |  |
| **E-Mail Address** |  |
| **Semester/Year**  **Entering Field** |  |
| **Ram ID** |  |

## Emergency Contact Information

|  |  |
| --- | --- |
| **Name** |  |
| **Street Address** |  |
| **City ST ZIP Code** |  |
| **Primary Phone** |  |
| **Alternate Phone** |  |
| **Relationship** |  |

## Transportation

### **Do you have transportation at your disposal?** YES NO

**Do you have a valid Georgia driver’s license?**   YES  NO

**Do you have any outstanding driving violations?**  YES  NO

|  |  |
| --- | --- |
| **License Number** |  |
| **Explain outstanding violations** |  |

**If transportation is going to be problematic, please explain:**

|  |
| --- |
|  |

## Background Check

### Most social service agencies complete background checks prior to students starting an internship, please answer the following questions very honestly. If you have had any court actions, submit the disposition with the application.

**Have you ever been charged with a felony?**  YES  NO

**If yes, were you convicted of the charges?**  YES  NO  N/A

Explain any yes responses.

|  |
| --- |
|  |

## Field Placement Information

### **Do you have personal obligations that would interfere with field placement, this includes employment, family, or any other obligations that would prevent you from completing your internship?** YES NO

### If yes, explain.

|  |
| --- |
|  |

### **Do you speak a second language?** YES NO

### If yes, please list the second language and proficiency

|  |
| --- |
|  |

**Field Placement Interest** – Rank your top 10 preferences using numbers 1 through 10

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Child Welfare** |  | **Hospice** |  | **Mental Health** |  | **Title IV-E** |
|  | **Corrections** |  | **Gerontology** |  | **Public Welfare** |  | **Other:** |
|  | **Develop. Disabilities** |  | **Military** |  | **School SW** |  | |
|  | **Domestic Violence** |  | **Medical SW** |  | **Substance Abuse** |

**Geographical Location for Placement (Rank in order of preference)**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |

Discuss any other factors that should be considered in determining the best field placement assignment for you.

|  |
| --- |
|  |

## Additional Instructions

Please ensure the application is completed in its entirety. The attachments below must accompany your application at the time of submission.

**Attachment 1 - Resume**

An updated professional resume must be included with this application. Ensure the resume includes relevant work and volunteer experiences and has no typographical errors. Resumes will be returned if they are not professional and complete and this will delay interviewing with a field agency. Field placement is a competitive process with multiple students from multiple universities vying for limited field positions.

**Attachment 2 – MSW Student Course of Study**

Applicants must attach their course of study. The course of study must be updated with semester/year and grade earned in each course taken to date.

**Field Orientation**

Field Orientation will be held prior to the start of Fall semester. All students planning to enter field **MUST** attend orientation. Failure to attend orientation will result in entering field being delayed by one year.

**Field Placement Process**

Once the completed application packet has been reviewed by the field coordinator, a meeting will be scheduled to discuss potential field placements. At this meeting, field placement agencies will be determined. Students must complete a cover letter to attach to their resume. The cover letter should be addressed to the field agency and field instructor (if known), and is an opportunity for the student to introduce themselves, reasons for interest in the agency for internship, student strengths, career goals, and any other information the agency should know for consideration. At the field placement meeting a deadline will be established for the MSW student to complete the cover letter. Application packets will not be sent to agencies for placement without the cover letter.

Do not reach out to agencies directly. All field placements must be coordinated through the field coordinator. While every effort will be made to place you in the agency of your choice, some agencies have field placement guidelines that must be followed.

### It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

## Agreement and Signature

### By signing and submitting this application, I affirm that the facts set forth in it are true and complete. I understand that any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate termination from field and possibly the MSW program.

I hereby authorize release of my cover letter, resume, and other pertinent information necessary to agencies considering me for field placement and to my field placement agency.

|  |  |
| --- | --- |
| **Name (printed)** |  |
| **Signature** |  |
| **Date** |  |