

MSW WORK AND VOLUNTEER SUMMARY FORMS

(Please complete this form in the format given)

Name: _____ Degree(s) Obtained: _____ Graduation mth/yr _____

Email: _____

WORK EXPERIENCE

- A resume does not replace this form
- Please account for all time periods (i.e. include dates of non-employment between positions, examples would be study related, parental leave etc...)
- Please put academic field placements in the Volunteer section of the Form

1. CURRENT POSITION (if applicable): _____

ORGANIZATION/EMPLOYER: _____ Location _____

PRINCIPAL DUTIES (social work related) _____

DATES of EMPLOYMENT FROM _____ TO _____ Total Time (as of Nov 15th): _____ years _____ mths
 mth/yr mth/yr

Full-Time _____ hours/week

Part-Time _____ hours/week

2. POSITION: _____

ORGANIZATION/EMPLOYER: _____ Location _____

PRINCIPAL DUTIES (social work related) _____

DATES of EMPLOYMENT FROM _____ TO _____ Total Time : _____ years _____ mths
 mth/yr mth/yr

Full-Time _____ hours/week

Part-Time _____ hours/week

REASON FOR LEAVING: _____

3. POSITION: _____

ORGANIZATION/EMPLOYER: _____ Location _____

PRINCIPAL DUTIES (social work related) _____

DATES of EMPLOYMENT FROM _____ TO _____ Total Time: _____ years _____ mths
 mth/yr mth/yr

Full-Time _____ hours/week

Part-Time _____ hours/week

REASON FOR LEAVING: _____

4. POSITION: _____
ORGANIZATION/EMPLOYER: _____ Location _____
PRINCIPAL DUTIES (social work related) _____

DATES of EMPLOYMENT FROM _____ TO _____ Total Time: _____ years _____ mths
 mth/yr mth/yr
Full-Time _____ hours/week Part-Time _____ hours/week

REASON FOR LEAVING: _____

5. POSITION: _____
ORGANIZATION/EMPLOYER: _____ Location _____
PRINCIPAL DUTIES (social work related) _____

DATES of EMPLOYMENT FROM _____ TO _____ Total Time : _____ years _____ mths
 mth/yr mth/yr
Full-Time _____ hours/week Part-Time _____ hours/week

REASON FOR LEAVING: _____

6. POSITION: _____
ORGANIZATION/EMPLOYER: _____ Location _____
PRINCIPAL DUTIES (social work related) _____

DATES of EMPLOYMENT FROM _____ TO _____ Total Time: _____ years _____ mths
 mth/yr mth/yr
Full-Time _____ hours/week Part-Time _____ hours/week

REASON FOR LEAVING: _____

7. POSITION: _____
ORGANIZATION/EMPLOYER: _____ Location _____
PRINCIPAL DUTIES (social work related) _____

DATES of EMPLOYMENT FROM _____ TO _____ Total Time: _____ years _____ mths
 mth/yr mth/yr
Full-Time _____ hours//week Part-Time _____ hours/week

REASON FOR LEAVING: _____

VOLUNTEER EXPERIENCE

(Start with most recent - emphasis on the previous five years only)

- Social Work, Human & Community Service
- Social Activism
- Field Placements & Other Related Roles

1. POSITION OR VOLUNTEER ROLE: _____

ORGANIZATION: _____ LOCATION: _____

DUTIES: _____

DATES ACTIVE: FROM _____ TO _____ TOTAL TIME PERIOD _____ years _____ mths

TOTAL NUMBER OF VOLUNTEER HOURS: _____

2. POSITION OR VOLUNTEER ROLE: _____

ORGANIZATION: _____ LOCATION: _____

DUTIES: _____

DATES ACTIVE: FROM _____ TO _____ TOTAL TIME PERIOD _____ years _____ mths

TOTAL NUMBER OF VOLUNTEER HOURS _____

3. POSITION OR VOLUNTEER ROLE: _____

ORGANIZATION: _____ LOCATION: _____

DUTIES: _____

DATES ACTIVE: FROM _____ TO _____ TOTAL TIME PERIOD _____ years _____ mths

TOTAL NUMBER OF VOLUNTEER HOURS: _____

4. POSITION OR VOLUNTEER ROLE: _____

ORGANIZATION: _____ LOCATION: _____

DUTIES: _____

DATES ACTIVE: FROM _____ TO _____ TOTAL TIME PERIOD _____ years _____ mths

TOTAL NUMBER OF VOLUNTEER HOURS: _____