

BSW WORK and VOLUNTEER SUMMARY FORM

PLEASE PRINT CLEARLY ON THIS FORM

Name: _____ Email: _____

Phone: (day) _____

*The following information provides useful reference when reviewing your work/volunteer history:
Please enter any degrees that you have completed and the date conferred:*

Degree

Month / Year

WORK EXPERIENCE

List most recent to least recent employment, including significant paid full time or part time work. Clearly identify positions that are educational field components and list these on the Volunteer Form. **Thank you for completing this form in the format given.** If you need additional space, please attach an additional sheet to the back. **Please do not substitute a resume for these forms.**

1. CURRENT POSITION: _____

EMPLOYER/ORGANIZATION: _____ Location _____

Principal Duties: _____

Dates of Employment From: _____ mth _____ yr To: _____ mth _____ yr TOTAL TIME TO FEB 15th: _____ years _____ months

Full time: _____ hours/week OR Part time: _____ hours/week

Reason for Leaving: _____

2. PREVIOUS POSITION: _____

EMPLOYER/ORGANIZATION: _____ Location _____

Principal Duties: _____

Dates of Employment From: _____ mth _____ yr To: _____ mth _____ yr TOTAL TIME: _____ years _____ months

Full time: _____ hours/week OR Part time: _____ hours/week

Reason for Leaving: _____

3. POSITION: _____

EMPLOYER/ORGANIZATION: _____ Location _____

Principal Duties: _____

Dates of Employment From: _____mth _____yr To: _____mth _____yr TOTAL TIME: _____years _____months

Full time: _____hours/week OR Part time: _____hours/week

Reason for Leaving: _____

4. POSITION: _____

EMPLOYER/ORGANIZATION: _____ Location _____

Principal Duties: _____

Dates of Employment From: _____mth _____yr To: _____mth _____yr TOTAL TIME: _____years _____months

Full time: _____hours/week OR Part time: _____hours/week

Reason for Leaving: _____

5. POSITION: _____

EMPLOYER/ORGANIZATION: _____ Location _____

Principal Duties: _____

Dates of Employment From: _____mth _____yr To: _____mth _____yr TOTAL TIME: _____years _____months

Full time: _____hours/week OR Part time: _____hours/week

Reason for Leaving: _____

6. POSITION: _____

EMPLOYER/ORGANIZATION: _____ Location _____

Principal Duties: _____

Dates of Employment From: _____mth _____yr To: _____mth _____yr TOTAL TIME: _____years _____months

Full time: _____hours/week OR Part time: _____hours/week

Reason for Leaving: _____

VOLUNTEER EXPERIENCE

Human & Community Service, Social Activism, and Academic field placements

List most recent to least recent, with emphasis on the previous five years. Please provide information in format requested.

1. **POSITION:** _____
ORGANIZATION: _____
DUTIES: _____
Dates Active From: _____ mth _____ yr To: _____ mth _____ yr **TOTAL TIME PERIOD:** _____ years _____ months
TOTAL NUMBER OF VOLUNTEER HOURS: _____

2. **POSITION:** _____
ORGANIZATION: _____
DUTIES: _____
Dates Active From: _____ mth _____ yr To: _____ mth _____ yr **TOTAL TIME PERIOD:** _____ years _____ months
TOTAL NUMBER OF VOLUNTEER HOURS: _____

3. **POSITION:** _____
ORGANIZATION: _____
DUTIES: _____
Dates Active From: _____ mth _____ yr To: _____ mth _____ yr **TOTAL TIME PERIOD:** _____ years _____ months
TOTAL NUMBER OF VOLUNTEER HOURS: _____

4. **POSITION:** _____
ORGANIZATION: _____
DUTIES: _____
Dates Active From: _____ mth _____ yr To: _____ mth _____ yr **TOTAL TIME PERIOD:** _____ years _____ months
TOTAL NUMBER OF VOLUNTEER HOURS: _____

5. **POSITION:** _____
ORGANIZATION: _____
DUTIES: _____
Dates Active From: _____ mth _____ yr To: _____ mth _____ yr **TOTAL TIME PERIOD:** _____ years _____ months
TOTAL NUMBER OF VOLUNTEER HOURS: _____