

## BSW WORK and VOLUNTEER SUMMARY FORM

PLEASE PRINT CLEARLY ON THIS FORM

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (day) \_\_\_\_\_

**Which delivery method are you applying for - Distance or Campus (circle one )**

*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

\_\_\_\_\_

### #1 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.

**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/day for \_\_\_\_\_ days/week OR Part time:  = \_\_\_\_\_ hours/day for \_\_\_\_\_ days/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/day for \_\_\_\_\_ days/week OR Part time:  = \_\_\_\_\_ hours/day for \_\_\_\_\_ days/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/day for \_\_\_\_\_days/week OR Part time:  = \_\_\_\_\_hours/day for \_\_\_\_\_days/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/day for \_\_\_\_\_days/week OR Part time:  = \_\_\_\_\_hours/day for \_\_\_\_\_days/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/day for \_\_\_\_\_days/week OR Part time:  = \_\_\_\_\_hours/day for \_\_\_\_\_days/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/day for \_\_\_\_\_days/week OR Part time:  = \_\_\_\_\_hours/day for \_\_\_\_\_days/week

Reason for Leaving: \_\_\_\_\_

## #2 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 OR VOLUNTEER**

**ROLE:** \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DUTIES: \_\_\_\_\_

**Dates Active** From: \_\_\_\_\_ mth \_\_\_\_\_ yr To: \_\_\_\_\_ mth \_\_\_\_\_ yr **TOTAL TIME PERIOD:** \_\_\_\_\_ years \_\_\_\_\_ months

Volunteer Schedule: \_\_\_\_\_ # of hrs/week for \_\_\_\_\_ # of weeks active/year **OR** \_\_\_\_\_ #hrs/mth **OR** \_\_\_\_\_ #mths active/yr

2. **POSITION OR VOLUNTEER**

**ROLE:** \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DUTIES: \_\_\_\_\_

**Dates Active** From: \_\_\_\_\_ mth \_\_\_\_\_ yr To: \_\_\_\_\_ mth \_\_\_\_\_ yr **TOTAL TIME PERIOD:** \_\_\_\_\_ years \_\_\_\_\_ months

Volunteer Schedule: \_\_\_\_\_ # of hrs/week for \_\_\_\_\_ # of weeks active/year **OR** \_\_\_\_\_ #hrs/mth **OR** \_\_\_\_\_ #mths active/yr

3. **POSITION OR VOLUNTEER**

**ROLE:** \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DUTIES: \_\_\_\_\_

**Dates Active** From: \_\_\_\_\_ mth \_\_\_\_\_ yr To: \_\_\_\_\_ mth \_\_\_\_\_ yr **TOTAL TIME PERIOD:** \_\_\_\_\_ years \_\_\_\_\_ months

Volunteer Schedule: \_\_\_\_\_ # of hrs/week for \_\_\_\_\_ # of weeks active/year **OR** \_\_\_\_\_ #hrs/mth **OR** \_\_\_\_\_ #mths active/yr

4. **POSITION OR VOLUNTEER**

**ROLE:** \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DUTIES: \_\_\_\_\_

**Dates Active** From: \_\_\_\_\_ mth \_\_\_\_\_ yr To: \_\_\_\_\_ mth \_\_\_\_\_ yr **TOTAL TIME PERIOD:** \_\_\_\_\_ years \_\_\_\_\_ months

Volunteer Schedule: \_\_\_\_\_ # of hrs/week for \_\_\_\_\_ # of weeks active/year **OR** \_\_\_\_\_ #hrs/mth **OR** \_\_\_\_\_ #mths active/yr

5. **POSITION OR VOLUNTEER**

**ROLE:** \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

DUTIES: \_\_\_\_\_

**Dates Active** From: \_\_\_\_\_ mth \_\_\_\_\_ yr To: \_\_\_\_\_ mth \_\_\_\_\_ yr **TOTAL TIME PERIOD:** \_\_\_\_\_ years \_\_\_\_\_ months

Volunteer Schedule: \_\_\_\_\_ # of hrs/week for \_\_\_\_\_ # of weeks active/year **OR** \_\_\_\_\_ #hrs/mth **OR** \_\_\_\_\_ #mths active/yr