



GEORGE FOX  
UNIVERSITY

SCHOOL OF SOCIAL WORK

## BSW Student Field Application

### Student Information (Part 1 of 3)

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

Date: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

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

Please attach a **résumé** that reflects career goals, educational background, and a summary of your volunteer and work experience.

#### **Please thoughtfully respond to the questions:**

What are your current areas of professional interest?

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What type of social work employment do you want to obtain after graduating with your BSW?

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What experience and skills do you want to obtain during your field practicum(s)?

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What special skills/abilities/resources do you have that you would be able to offer in your work with an agency?  
(For instance, bilingual/cultural proficiency)

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Please mention the commitments that you will carry in addition to being a BSW student and describe your plan for balancing these parts of your life.

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Do you have a driver's license?  Yes  No If yes, what state? \_\_\_\_\_

Do you have reliable access to an automobile?  Yes  No

Do you have automobile insurance?  Yes  No

If you do not have access to an automobile, what is your plan for transportation?

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Are you interested in completing an internship at your current place of employment?

Yes  No If yes please give the name of your current employment agency:

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Do you have any physical needs or limitations that should be considered in the selection of an agency?

Yes  No If yes, please explain:

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**Background Check Statement:** I am aware that many agencies require criminal background checks, child abuse registry clearance and health screenings (including drug testing, ATB and Hepatitis-B tests) prior to a student's acceptance to a practicum placement. I understand that to decline agency requests or requirements for a criminal background check or health screening may limit my placement options or may lead to my inability to be placed in an agency setting. I understand that if I have on my record any conviction for sexual offenses against children or vulnerable adults, I am not eligible for continuation in or completion of the field education program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## BSW Student Release of Information (Part 2 of 3)

I, \_\_\_\_\_, give the BSW Field Coordinator, BSW Program Director, and/or Field Faculty at George Fox University permission to mutually exchange information with potential agencies, my field instructor or other designated field practicum personnel for the purpose of coordination and support of my internship. Information to be released may include information contained in the field practicum application, resume, narrative, year in school, courses completed, transcripts, academic strengths or limitations, and problems and resolutions that may arise in the field practicum experience. Permission will expire after the final grade for the last field instruction course has been submitted to the registrar's office by the social work faculty.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **Student Agreement Contract (Part 3 of 3)**

### **Personal Safety**

Students must recognize that the social work context has increasing potential for risk to personal safety. When in the field the student should be alert to environmental factors relative to personal safety.

1. Students are expected to conform to the standards established by the field agency regarding personal safety.
2. Students are expected to use discernment regarding personal safety, particularly when making visits in the community and in the homes of clients.
3. Students are to leave an itinerary with an immediate supervisor with destinations and time of return whenever working outside of agency offices.
4. The university assumes no liability for the personal safety of students in the context of all educational activities on or off campus.
5. Students who are required by their field placement agency to provide limited transportation services to their assigned clients in the student's vehicle must check to see if the agency has insurance coverage that includes the student's personal vehicle. In the case that the insurance is not provided by the agency, the student must be aware that in the event of an accident his or her personal insurance company is notified first, and the student is responsible for the deductible. Students should receive mileage reimbursements for agency travel that is in keeping with agency policy.

### **Confidentiality Agreement**

As a student in the Social Work Field Education Program at George Fox University, I understand that the nature of field work, whether observation or practicum placement, is confidential. I therefore agree to the following:

- A. I will never reveal the identity of clients or provide any identifying information about clients or confidential program information under any circumstances, including discussions that take place for the purposes of education such as in practice and field seminar classes.
- B. I will never take client files or confidential program information outside of the agency/organization setting.
- C. I will only read client files or confidential program information given access to me by my field supervisor.

- D. I will notify the field supervisor of any previous relationship with a client, such as a friend, relative, or fellow George Fox University student. I will never read such files.
- E. I will keep all client information and sensitive program data confidential during and after the field placement and during and after my Social Work Field Education experience at George Fox University.

Further, I understand that a breach in confidentiality may constitute grounds for immediate termination from field placement, for denial of admission to the Social Work Program or Field Placement, and for disciplinary action in the Social Work Program.

A Social Work faculty member has explained the concept of confidentiality to me, and I have had the opportunity to ask questions about confidentiality.

#### **Social Work Code of Ethics**

As a student of the Social Work Program at George Fox University, I understand that the primary responsibility of all social workers is to practice ethically and to accept the National Association of Social Workers (NASW) Code of Ethics as the criteria for ethical practice. I understand that it is the responsibility of all social workers to assure that this professional code of ethics is maintained and incorporated into their professional practice with colleagues, clients, and other individuals who could be affected by the social worker's professional judgment.

I have read and understand the aforementioned statements and agree to abide by them.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

