



**Department of Teacher Education and Social Work**

Bachelor of Social Work Program

**Field Application**

The field application must be submitted with a hard copy of the student’s resume, BSW acceptance letter and, graduation degree audit letter from the registrar. Students requesting an employment-based field practicum will be required to complete an additional application.

**Student Information**

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Banner ID: \_\_\_\_\_

MGA Email Address: \_\_\_\_\_ Advisor: \_\_\_\_\_

Have you attached a copy of your: (Y/N)

- 1) Resume \_\_\_
- 2) Graduation Letter from Registrar \_\_\_\_\_
- 3) BSW Acceptance Letter \_

**Areas of Interest**

Check a minimum of three areas that interest you. Rank your top three preferences.

School System	Domestic Violence	Guardian Ad Litem
Department of Social Services	Hospice	Developmental Disabilities
Substance Abuse	Nursing/ Retirement Homes	Home Care
Mental Health	Hospital	Criminal Justice
Other: _____		



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**Agency Information**

List three names of agencies/organizations of interest.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If you have knowledge about an agency please provide the information below.

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

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

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

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

Students are **not** to contact any agency to arrange for a field placement without the advanced approval from the Field Director.

The BSW Field Education Director will follow up with a potential agency in order to finalize your placement.

**Employment**

Will you be employed during your field placement?

If yes, full-time or part-time \_\_\_\_\_

Please state the arrangements you plan to make to be available to complete the required hours (400+) for your field placement. **(Evening and Weekend Placements are Limited)**

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Are you requesting a field placement at your place of employment?

*If you answered yes, you must complete and submit an application for an employment based field placement. This request is submitted separately from the field application but is due at the same time of the application.*

### **Transportation**

Do you have a valid GA driver's license?

Do you have an automobile for transportation to and from your field placement?

*If you answered no, you must to have transportation to your field placement for the entire semester.*

### **Preferences**

Are you available to complete your field placement from 8-5 on Monday-Friday?

*If you answered no, please note that weekend and evening placements are limited and cannot be guaranteed.*

What is the City/County/Area that you will be completing your field placement? How far are you able to commute to your field placement?

Is your placement within a one hour commute time from MGA?

*If you answered no, please note that you must receive prior approval before being placed over an hour away.*



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**Criminal Background**

You will be required to complete a background check for MGA through HR TruCheck at your own cost. Many agencies require another criminal background check and/or a current drug screen as part of the placement process.

Have you ever been convicted of a felony?

If yes, please explain and meet with the BSW Field Director individually.

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This application will not be processed if any portion is not completed as directed.

**Statement of Understanding:**

I have completed this application and certify that the information I have provided is complete and accurate. **I understand that I am required to arrange my schedule so that I will be available to complete my field hours and supervision.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date