**DEPARTMENT OF SOCIAL WORK**

**COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT**

**UNIVERSITY OF THE PHILIPPINES**

**Field Instruction Application Form for BS Social Work**

**Instructions:**

* Read and accomplish the form carefully.
* Write *NA* to those items that are not applicable.
* Review and sign the form, and convert to PDF before submitting to the FI coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Submit on a separate document an autobiography following the guidelines at the end of this form.

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| **FIELD INSTRUCTION INFORMATION SHEET** | | | |
| Name: |  | | |
| Age: |  | Date of Birth: |  |
| Sex: |  | Civil Status: |  |
| Religion: |  | | |
| FI Course Applying to: | *Note: Please put a (✔) in the space provided.*  [ ] SW 150: Working with Individuals and Groups (Agency-based Placement)  [ ] SW 151: Working with Communities (Community-based Placement) | | |

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| **ADDRESS AND TELEPHONE NUMBER** | | | |
| Present Address: |  | | |
| Telephone Number: |  | Cellphone Number: |  |
| E-mail Address |  | | |
| Home Address: |  | | |
| Telephone Number or Cellphone Number: |  | | |

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| **SCHOOLS ATTENDED** | | | |
| High School: |  | Year/s Attended: |  |
| College: |  | Year/s Attended: |  |

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| **SOCIAL WORK COURSES TAKEN** | | | |
| **SW Courses** | **Faculty/Instructor** | **Term Taken** | **Grade Obtained** |
| SW 140 |  |  |  |
| SW 110 |  |  |  |
| SW 120 |  |  |  |
| SW 121 |  |  |  |
| SW 111 |  |  |  |
| SW 122 |  |  |  |
| SW 123 |  |  |  |
| SW 130 |  |  |  |
| SW 131 |  |  |  |
| SW 132 |  |  |  |
| SW 134 |  |  |  |
| SW 141 |  |  |  |
| SW 142 |  |  |  |
| SW 143 |  |  |  |
| SW 145 |  |  |  |
| SW 146 |  |  |  |
| SW 147 |  |  |  |
| SW 148 |  |  |  |
| SW 150 |  |  |  |
| SW 160 |  |  |  |
| SW 198 |  |  |  |
| SW 199.1 |  |  |  |
| SW 199.2 |  |  |  |

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| **PROGRAM ADVISER** | |
| **Name of Program Adviser:** |  |

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| **EMPLOYMENT/INTERNSHIP** | | | | |
| **Organization’s name:** | **Position:** | **Inclusive Dates:** | **Contact details (email or number)** | **Voluntary or Paid:** |
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| **FIELD EXPOSURE/FIELD WORK EXPERIENCES** | | |
| **Area/Location** | **Sector** | **Inclusive Dates** |
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| **ORGANIZATIONAL AFFILIATION** | | |
| **Organization** | **Position** | **Inclusive Dates** |
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| **SCHOLARSHIP APPLICATION** | | | |
| Estimated Family Income: |  | Existing Scholarship: |  |
| Will you apply for a scholarship? | *Note: Please put a (✔) in the space provided*  [ ] Yes  [ ] No | Scholarships applied for: |  |
| STFAP Bracket: |  | | |

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| **IN CASE OF EMERGENCY, CONTACT:** | | | |
| Name: |  | | |
| Relationship: |  | | |
| Telephone Number: |  | Cellphone Number: |  |
| Email Address |  | | |
| Insurance: |  | Coverage period: |  |

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| **FAMILY BACKGROUND** | | | |
| **Name of family members** | **Age** | **Educational Attainment** | **Occupation** |
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| **MEDICAL AND PSYCHOLOGICAL BACKGROUND** |
| Have you been hospitalized/ received/ are receiving special medical treatment for any ailment/ illness?  *Note: Please put a (✔) in the space provided.*  [ ] No  [ ] Yes  If yes, please state illness/ ailment and inclusive date of confinement/ medical check-up/ consultation? |
| Are you currently taking medicine/ drugs for any medical condition?  *Note: Please put a (✔) in the space provided.*  [ ] No  [ ] Yes  If yes, please state ailment/ medical condition and the medicine/ drugs being currently used. |
| Do you have any physical difficulty/ medical condition that may have a bearing on your fieldwork?  *Note: Please put a (✔) in the space provided.*  [ ] No  [ ] Yes  If yes, please explain. |
| Are you currently undergoing an endorsed psychological management?  *Note: Please put a (✔) in the space provided.*  [ ] No  [ ] Yes  If yes, please identify below  *Note: Please put a (✔) in the space provided.*  [ ] Counseling  [ ] Therapy  [ ] Medication, please specify:  [ ] Others, please specify: |

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| **FIELD PLACEMENT PREFERENCE** | | |
| ***FOR SW 150:*** | | |
| **SECTOR/FIELD** | **AGENCY** | **REASON** |
|  |  |  |
| ***FOR SW 151*** | | |
| **SETTING** | **SECTOR** | **REASON** |
| [ ] Rural  [ ] Urban  *Note: Please put a (✔) in the space provided.* |  |  |
| *\*Please note that field placements are subject to the assessment of the FI committee and the availability of the agency/community to accommodate students for a semester.* | | |

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| **READINESS** | |
| **Knowledge**   * *What knowledge have you acquired in classroom courses that you think are relevant in pursuing the FI course applied?* * *What knowledge do you must improve during the FI courses?* |  |
| **Skills**   * *What skills do you have now that you think are relevant in pursuing the FI course applied?* * *What skills do you must improve during the FI courses?* |  |
| **Attitude**   * *What attitudes do you have now that helped you in preparation or may help you in your FI journey?* * *What attitudes do you think you must develop during FI?* |  |

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| **EXPECTATIONS ABOUT FIELD PLACEMENT** | |
| **From self:** |  |
| **From peers:** |  |
| **From faculty supervisor:** |  |
| **From agency supervisor:** |  |
| **From the community:**  **[For SW 151 only]** |  |

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| **PREPARATION FOR FIELD PLACEMENT**  *(What arrangements will you make in your personal/family life, concurrent academic courses with FI, and/or work, in preparation for and the field placement activities?)* | |
| **Personal and family Life:** |  |
| **Other academic course(s) taken with FI (if applicable):** |  |
| **Work (if applicable):** |  |

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| **GENERAL FEELINGS FROM THE FIELD PLACEMENT** | |
| **POSITIVE (Explain)** | **NEGATIVE (Explain)** |
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| **APPLICANTS DECLARATION AND SIGNATURE** |
| I hereby declare that this application form has been accomplished by me and it contains true, correct, and complete information.    Signature over printed name  Date Accomplished: |

**AUTOBIOGRAPHY**

1. The autobiography must be a brief and concise narrative of the student’s life history, focusing on signiﬁcant events and concerns (e.g. positive and negative experiences, relationships, turning points, strengths and weaknesses), particularly those that
   1. May have had a bearing on his/her choice of social work as an academic discipline and future profession;
   2. May positively or negatively affect his/her performance in Field Instruction (e.g., shyness to initiate a conversation with clients; middle class lifestyle might hinder ability to live and work with people in an urban/rural poor community); personal apprehensions in engaging individuals, groups and communities in the social work helping process like communication barriers, etc.)
2. Include your reﬂections on the following:
   1. As future social workers, who will work with individuals, groups, families and communities and who will be in touch with various realities in the ﬁeld, what are the knowledge, skills, attitudes and general competencies that you think you will need to enhance?
   2. What support will you need from your faculty and agency supervisors?