



Online MSW Program

The applicant named below is being considered for admission to Boston University School of Social Work Online MSW Program. Our Program is open to individuals with at least two years of supervised human service or social work experience. Verification of at least two years of social work or human service experience is required and **one of the three reference letters must be from a human services job supervisor** who will complete the reference form and can be available for a telephone interview.

The applicant has listed you or your organization as a current or former place of employment. In accordance with the release signed by the applicant below, please provide the information requested and return this form to us via fax 877-308-9947 or by email admissions@onlinemsw.bu.edu.

To be completed by the Applicant:

Name of Applicant (please print) _____

Current or Former Place of Employment _____

Contact Name _____

Contact Email & Fax _____

Applicant's Authorization

By submitting this application, I authorize Boston University to verify any information contained in this application or presented in support of this application, including verification of previous or present employment and I authorize any previous or current employer listed on this application to release such information to Boston University in connection with this application.

Applicant's Signature

Date

To be completed by the Employer:

Organization/Agency Name _____

Organization/Agency Address _____

Company Phone _____

Date(s) of Employment _____

Position(s) Held _____

Paid position? YES NO

Supervision Information

Employment Supervisor Name, Title (please print) _____

Highest academic level achieved: _____ Type of degree: _____

Preferred Phone _____ Best time to be reached _____

Email _____

Supervision: Start date (Month/Year) _____ End date: (Month/Year) _____

Was weekly supervision provided? YES NO

If not, how often was the employee supervised? _____
(for example: bi-weekly, monthly, bi-monthly)

Description of Applicant's Duties:

Please rate the applicant in each of the following areas:

	Excellent	Good	Average	Below Average	Poor
Job Skill					
Initiative					
Attendance					
Conduct					

Would you rehire this individual? YES NO

Signature _____

Date _____

We are searching for agencies, field instructors, and advisors for the Online MSW Program. Please let us know if you and/or your agency are interested in potentially being contacted to work with our students:

Please contact me to discuss being a _____ field instructor; _____ student advisor; _____ field agency for a student internship.

For more information about these positions, please visit our field education website: <http://www.bu.edu/ssw/academics/field/>.