



Boston University School of Social Work

Employment Verification Form

MSW Program Human Service Experience Track

The applicant named below is being considered for admission to the Boston University School of Social Work MSW Program, Human Service Experience Track. This track is available to individuals with at least two years of human service or social work experience. Applicants must also have received weekly supervision provided by a master level supervisor.

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 by emailing it to busswad@bu.edu.

To be completed by the Applicant:

Please note that 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.

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 _____