

**FORMAT**

- Your Personal Profile should be typed, and completed in point form.
- Type your name at the top of page 1 and do not include any other identifying information.
- Your Personal Profile should have three headings: Work Experience, Volunteer Experience, and Diversity Experience.
- Under each heading, list your experiences separately and chronologically, beginning with the most recent. For each experience, include the information requested below.
- There is no page limit to your Personal Profile
- You should list only **relevant** experiences in each category.

**WORK EXPERIENCE**

This is experience that has been either paid or unpaid work in both non-social work and social service related fields. “Paid work” is work for which remuneration was received and “unpaid work” is work for which no remuneration was received and may include a personal or family experience, such as raising children or caring for elderly parents, as well as co-ops and practica undertaken in previous education, and volunteer work required for high school graduation. For each experience:

- Indicate whether each experience was paid or unpaid.
- Indicate whether each experience was full-time or part-time.
- Identify the name of the organization, position held, dates (in months and years).
- Include a brief description of your duties and responsibilities.
- Indicate clearly if the experience was for educational credit, e.g., high school credit, co-op placement, or community college field placement.
- If applicable, list social work related training that you may have received from each work experience, e.g., workshops and conferences attended, certificates received.

**VOLUNTEER EXPERIENCE**

This is experience in both non-social work and social service related fields. A volunteer experience takes place in the “outside” world, not within your family. For each experience:

- Identify the name of the organization, position held, and dates (in months and years).
- Indicate the approximate number of volunteer hours (per week or per month).
- Include a brief description of your duties and responsibilities.
- If applicable, list social work related training that you may have received from a volunteer experience, e.g., workshops and conferences attended, certificates received.



## DIVERSITY EXPERIENCE

This is experience with marginalized, oppressed, and/or diverse populations. These experiences may be personal, or from a work and/or volunteer experience already noted above. Examples could include visible minorities, ethno-specific clubs or programs, persons with disabilities, indigenous persons, camps or services for disadvantaged children, women and children who have experienced violence or abuse, the elderly, newcomers to Canada, living in developing countries, or other related activities.

The Diversity section of your Personal Profile should be brief. (Please do NOT include specific details of personal experiences.)

- Identify the marginalized, oppressed or diverse population.
- For each, indicate whether the experience was personal, from a work setting, or from a volunteer setting.
- If the diversity experience is from a work or volunteer setting, do not copy this detailed information which you provided under those headings previously in your Personal Profile.
- If applicable, include languages, other than English, with which you are familiar, including Sign Language. For each language, please specify whether you understand, speak, read and/or write the language.

## OTHER INFORMATION

Occasionally, there may be some additional information that you feel is important for the Admissions Committee to know which does not fit easily within the headings above. If this is the case, you may add an additional heading, and note, in 150 words or less, what this might be.

## TEMPLATE FOR A PERSONAL PROFILE

A SAMPLE Personal Profile (Word Document) is available online at <https://socialwork.kings.uwo.ca/bsw/how-to-apply/>

You may copy it and use it as a basis for your own Personal Profile.

