

TUSLA PROFESSIONALLY QUALIFIED SOCIAL WORKER CV - INSTRUCTIONS FOR COMPLETION

Dates of employment **must** be stated as follows: '08 March 2012', not March 08 2012 or 03/08/2012'. Periods of education must be stated as 'June 2012 - March 2016' and not '06/2012 - 03/2016'.

Please place here
a recently taken,
professional
photograph.

First Name:
Given Name(s):
Surname:
Full Current Address:
Mobile number:
WhatsApp Number: **(Mandatory)**
E-mail Address: **(Must be a personal e-mail address, not work-related)**
Nationality:
Date of Birth:
Civil Status:
Gender:

EDUCATIONAL QUALIFICATIONS:

MASTER'S DEGREE

Degree:
Name of University:
Full Address:
Period Attended: MONTH/YEAR-MONTH YEAR
Date of Graduation: DAY/MONTH/YEAR

COLLEGE DIPLOMA

Diploma:
Name of University:
Full Address:
Period Attended: MONTH/YEAR-MONTH YEAR
Date of Graduation: DAY/MONTH/YEAR

PHILIPPINE PROFESSIONAL REGULATION COMMISSION - LICENSE DETAILS:

- Registration Number:
- Date of Registration: DAY/MONTH/YEAR
- Date of expiry: DAY/MONTH/YEAR

CORU APPLICATION STATUS:

A **precise update** on your current CORU status is required.

PRACTICE PLACEMENTS/INTERNSHIPS:

Please list **all** your practice placements/internships that formed part of your Bachelors in Social Work Diploma program.

1. Placement

- a. Name of Organisation and a Brief Description of Services:
- b. Dates of practice placement: from DD/MM/YR to DD/MM/YR
- c. Number of Hours completed in Practice Placement:
- d. Grade/Level & Occupation of the Clinical Supervisor/s:
- e. Approximate number of clients in caseload:
- f. Name 3 social work skills you have acquired during your placements:

Add further placements as applicable, using the above format

EMPLOYMENT EXPERIENCE (MOST RECENT FIRST):

- Name of Employer:
- Job Title:
- Dates of employment: DD/MM/YR from to DD/MM/YR.
- Give a **brief** description of your employer, the services provided and your place within the employment structure. Describe the mission of the team / service (Why, Who, How).
- Grade/ level and occupation of your Clinical Supervisor / Line Manager and if you have any direct reports / junior staff / students reporting to you.
- Average number of clients per day in caseload.

Duties and Responsibilities:

- **Please ensure that the duties and responsibilities are specific to your role and not taken from a generic job description. (A maximum of six duties is sufficient).**

You must also include the following information:

- Describe your caseload and provide examples of reasons for clients presenting and/or reason why they are referred.
- Assessment and interventions used.
- **Knowledge and application of relevant Philippine laws and how these relate to Irish legislation governing TUSLA's work.**
- List specific functions you have performed/are performing.
- List 3 social work skills which you have acquired.
- Confirmation if you make independent client centred decisions.
- **It is essential that you place - on your CV - actual examples of TUSLA-related cases which you are personally managing "hands on", or have recently personally managed "hands on", together with indicating, on your resume, the precise Philippine law/Government decree governing your management of such cases.**

From the date of graduation, any employment experiences not related to the role of a Social Worker must also be placed chronologically on your resume and not in the "Gaps in Employment" section.

Add further employers as required using the above format.

Important note: As will be explained later in the application process, during a potential interview with TUSLA, you will be expected to have a basic understanding of relevant Irish legislation, underpinning the role of a TUSLA Social Worker.

GAPS IN EMPLOYMENT:

Please give specific reasons for any gaps in employment, as well as the precise time periods involved.

EMPLOYMENT REFERENCES

Name:
Organization:
Job Title:
E mail address:

WE REQUIRE **TWO** PROFESSIONAL REFERENCES.

- YOUR REFERENCES MUST BE FROM THE WORK HISTORY PLACED ON YOUR RESUME AND MUST BE FROM AN INDIVIDUAL WHO SUPERVISES OR HAS SUPERVISED YOUR WORK.
- PLEASE ENSURE THAT THE PEOPLE YOU ARE LISTING ARE AVAILABLE TO PROVIDE A PROMPT RESPONSE TO CHESHAM AND THAT THEIR E-MAIL ADDRESSES ARE FUNCTIONING.
- IF YOU HAVE HAD ONLY ONE EMPLOYMENT EXPERIENCE FROM WHICH REFERENCES WILL BE PROVIDED, BOTH REFERENCES CAN BE FROM THAT ONE EMPLOYER.

Name:
Organization:
Job Title:
E mail address:

PHILIPPINE NON-PROFESSIONAL DRIVER'S LICENSE DETAILS:

- License Number:
- Date of Issue:
- DL Codes:

You must state on your resume that you are an experienced driver, if this is the case.

FURTHER INFORMATION TO SUPPORT YOUR APPLICATION:

This section should provide information regarding your report writing skills, your social worker skills and the extent of your individual work and group work experience, together with any additional relevant information you may wish to provide, such as confirmation of your membership in the Philippine Association of Social Workers and other professional associations, etc.

INTERESTS/PASTIMES

DO NOT FORGET TO E-MAIL, AS SEPARATE PDF ATTACHMENTS, A CLEARLY SCANNED HIGH-RESOLUTION COLORED COPY OF YOUR DIPLOMA, TOR, PRC LICENSE AND CORU REGISTRATION (IF APPLICABLE), EACH VERTICALLY ALIGNED.