



**Part 3 – Proposed Placement Unit**

Placement : \_\_\_\_\_ Mode : \_\_\_\_\_

From : \_\_\_\_\_ To : \_\_\_\_\_ (Dates)

Name of Unit Proposed for Attached Placement : \_\_\_\_\_

Is the proposed placement unit the current work place of applicant? \_\_\_\_\_

Name of In-charge / Supervisor of Attached Unit : \_\_\_\_\_

Job Title of In-charge / Supervisor : \_\_\_\_\_

Telephone Number of In-charge / Supervisor : \_\_\_\_\_

Email address of In-charge/ Supervisor: \_\_\_\_\_

Professional qualification of In-charge / Supervisor : \_\_\_\_\_

If others, please specify : \_\_\_\_\_

Degree / Postgraduate / Others (Please specify) \_\_\_\_\_

No. of established posts of social workers in proposed attached unit : \_\_\_\_\_

Time Release<sup>1</sup> granted by Agency : \_\_\_\_\_ hours / week (during placement period)

Will applicant be given fieldwork assignments different from his/her routine duties? \_\_\_\_\_

Fieldwork Assignments Available :

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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<sup>1</sup> Time release is the time agency releases student for fieldwork during his/her normal working hours, and that the student is not required to make up for the working hours used for fieldwork.

**Part 4 – Agreement and Signature**

Student

- 1) *I complete the above information to the best of my knowledge and I would like to apply for attached placement.*
- 2) *I have undergone thorough discussion with my supervisor about the benefit of an attached placement for my career advancement and professional development within my agency.*
- 3) *I hereby declare that, to the best of my knowledge, I \_\_\_\_\_ conflict of interest (pecuniary or other personal interest, direct or indirect) in connection with the attached unit.*

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Supervisor of Applicant in Work Place

- 1) The performance of the applicant is \_\_\_\_\_ and we \_\_\_\_\_ recommend him/her for taking up new duties in our agency.
- 2) Applicant \_\_\_\_\_ released from work duties when s/he has to attend fieldwork activities during the placement period.
- 3) I \_\_\_\_\_ to the above arrangement and \_\_\_\_\_ attached placement for the applicant.

Signature : \_\_\_\_\_

Name of Supervisor : \_\_\_\_\_ Position: \_\_\_\_\_

Telephone Number : \_\_\_\_\_ Date : \_\_\_\_\_

Email Address : \_\_\_\_\_

**Part 5 – Assessment by Fieldwork Team (To be completed by Fieldwork Team)**

Result: \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Fieldwork Coordinator : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_