

Healthcare Work Experience Form for BSN Applicants

INSTRUCTIONS

Applicants of the BSN program with previous healthcare work experience (paid or volunteer work) can submit this form as proof to receive additional points towards their Nursing Application Impaction Score.

COMPLETE THIS FORM NO MORE THAN 50 DAYS BEFORE SUBMITTING NURSING APPLICATION.

ELIGIBILITY –

Complete a minimum of 100 hours of hands-on healthcare experience within 3 years of the Nursing Application deadline that you are applying for. Human-client interaction required. Proof of employment or volunteer experience required, see Section B.

DIRECTIONS –

1. Applicant completes Section A.
Select one category for the type of work experience.
Provide brief description of previous healthcare work/volunteer experience. Include the total number of hours, the beginning and end date of the experience, and the duties performed. If applicable, include a copy of your CNA certification, EMT license, Psych tech, or LVN license with this form.
Applicant must sign and date form.
2. Section B is completed by your immediate supervisor or a representative at the healthcare agency that you worked for.
Agency must include: dates of attendance, role of applicant at agency, duties performed, and number of hours completed by applicant. Supervisor or agency representative must sign and date form.
Or you can provide a one-page letter from the healthcare agency printed on the agency's letterhead verifying proof of employment or volunteer experience that includes all of the required information above.
3. Upload completed form and attachments to your NursingCAS Application by the posted deadline. Do not email or mail form to School of Nursing.

If you have any questions, please contact the office (408) 924-3130
or email nursing@sjsu.edu.

SJSU Healthcare Work Experience Form for BSN Applicants

SECTION A: APPLICANT INFORMATION

DATE:

FIRST NAME:

LAST NAME:

HOME ADDRESS:

CITY:

POSTAL CODE:

PHONE:

SJSU ID (optional):

TERM APPLIED FOR:

FALL

SPRING

YEAR:

WORK/VOLUNTEER EXPERIENCE:

Select one type of experience below. Provide a brief description of duties. Human-client interaction is required. Include the total number of hours completed and the approximate dates of completion. This does not include any time spent in a classroom.

Nursing Assistant or Medical Assistant (CNA)

Paramedic

Volunteer Healthcare Assistant

Military Corpsman

EMT (must include certificate)

Licensed Psychiatric Technician (must include current license)

Pharmacy Technician

Licensed Vocational Nurse (must include current license)

Other:

NAME OF AGENCY OR PLACE OF WORK:

NAME OF IMMEDIATE SUPERVISOR:

TOTAL HOURS COMPLETED:

DATES OF EMPLOYMENT/VOLUNTEER WORK (MONTH/YR TO MONTH/YR):

DESCRIPTION OF DUTIES (YOU MAY INCLUDE ADDITIONAL PAGES FOR THIS SECTION):

Upload this form to your Nursing Application by the posted deadline!

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SECTION B: Healthcare Agency Information

To be completed by **agency representative/supervisor** (or HR dept).

→ Thank you for your time and commitment to our nursing students. The identified person wishes to apply to SJSU's BSN program and must submit proof of work or volunteer experience from the agency. Please complete all fields below.

→ You may type this information on letterhead from your agency.

Name of Agency:

Name of Representative:

Role at Agency:

Phone:

Email:

I am certifying the number of hours, duties, and agency information is accurate for SJSU nursing applicant (**Name of student**):

Role of Student at Agency:

Please provide a brief description of the duties performed by the applicant that pertains to healthcare with human-client interaction. Include the number of hours completed and the dates attended by the applicant.

Signature _____

Date _____

Please return to Applicant!

Applicant include this form with their Nursing Application by the posted deadline.