

APPENDIX IV

GRADUATE STUDENT APPLICATION FOR TEACHING ASSISTANT POSITION

1. In accordance with Article 12.02 of the AGSEM Teaching Assistant collective agreement:
  - All applicants for posted position vacancies must apply, using the application form as provided under Appendix IV;
  - The Hiring Unit's application form will only contain the specific fields as provided in Appendix IV, unless agreed in writing by the Union;
  - Only one (1) application is required for all available positions in a Hiring Unit;
2. All graduate students are eligible to apply for any Teaching Assistant position.
3. All Teaching Assistants must be registered as graduate students at McGill.
4. If you previously held a Teaching Assistant position in a Hiring Unit, you may have Priority Pool entitlements in accordance with Article 13.02.01 of the AGSEM Teaching Assistant collective agreement.
5. All Teaching Assistants are members of the Association of Graduate Students Employed at McGill (AGSEM).

Term for which the Teaching Assistant position is offered (i.e. the upcoming term)

\_\_\_\_\_ Term 20\_\_\_\_\_

McGill ID Number : \_\_\_\_\_

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

Month and Year of Initial registration in current degree program: ( example – Fall 2019) \_\_\_\_\_

Program, Degree & Year for the upcoming term: \_\_\_\_\_

(for example Biology, Ph.D.2 level)

Have you held a TA position in this Hiring Unit before? Yes \_\_\_ No \_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

McGill Student Email: \_\_\_\_\_

Please list your preferred courses:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

(Hiring Units may list more than three (3) options for applicant preferences)

The option to indicate preferences among available Teaching Assistant positions will be used to assist Hiring Units in efficient allocation of available positions. However, you do not have priority for the course assignments that you listed above.

Should your availability be limited for a posted Teaching Assistant position in the Hiring Unit, please inform in writing the Hiring Unit Designee before the application deadline.

**QUALIFICATIONS:**

Language Abilities: Please indicate level of proficiency: 1 = low, 4 = high

English:

French:

Read	Written	Spoken

Read	Written	Spoken

Other:

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Computer knowledge: (If relevant to the position posting, please list software, hardware etc. and level of familiarity):

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Graduate Courses taken (please list all relevant courses):

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Previous Teaching Assistant positions held (list all courses and years):

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Explain how you meet the specific job qualifications described in the posting:

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If the posting requires certifications for specific courses for which you would like to be considered, list them below (a copy of any required certification must be appended to this application for you to be considered for those courses):

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Other relevant courses or experience:

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use:**

Course assigned to TA: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Per Term: \_\_\_\_\_

Course Supervisor (name and title): \_\_\_\_\_

Student notified: by letter  verbally

Course Supervisor notified

**Administrative Officer** Signature \_\_\_\_\_ Date: \_\_\_\_\_