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HOW TO APPLY FOR JOBS

UNIT 2.

In order to submit a blanket application which will ensure that you are considered for all positions that arise in a particular department, you must submit an updated curriculum vitae together with a letter indicating that you wish to apply for all positions to the hiring department. The Faculty of Arts and Atkinson College now have standard application forms which you can obtain from any hiring department or the Union office. Such applications must be filed no later than 15th December 1983 to be considered valid for Summer Session 1984 positions, and no later than 15th February 1984 for Autumn/Winter 84/85, January 85 and Winter/Summer 85 positions. After those deadlines, you can only apply for particular positions which means that you have to watch for posting and application deadlines for each position. If you wish, you can apply for particular positions before the blanket application deadlines and not have to worry about missing any application deadlines. You must file a fresh blanket application each year. Specify the session(s) you are applying for. Your discipline(s) will often have a separate hiring department in Arts, Atkinson and Glendon, each requiring its own application. Your curriculum vitae should include all of your academic and teaching background and experience that might be relevant, whether at York or elsewhere. For each position held at York, indicate the title of the position (include the number of groups taught if Tutor I), the bargaining unit it was held in, the course title, number, faculty, and the session.

If you are interested in teaching a College Tutorial, you must apply to the College offering the Tutorial. There are seven such

Colleges: Bethune, Calumet, Founders, McLaughlin, Stong, Vanier and Winters. You can also submit a proposal for a new College Tutorial. If it is approved, you are entitled to the position. Proposals must be submitted by October 1st for courses to be offered the following year. Contact Michael Copeland, Chair, Inter-College Curriculum Committee, c/o Vanier College, (call 2339) for more details.

UNIT 1.

In order to ensure that you are considered for Teaching Assistantships in a department, you must apply to the particular hiring department in writing and provide an updated curriculum vitae. To be sure that your application is in before any hiring is done, **AND IN THE CASE OF PRIORITY POOL APPLICANTS IN ORDER TO GUARANTEE YOUR PRIORITY POOL STATUS** you **MUST** apply by December 15th for Summer Session and 15th February 1984 for Autumn/Winter 84/85, January 85 and Winter/Summer 85 positions. An address list of all hiring departments is available from your Graduate Programme Office.

You must file a fresh application this year. Specify the session(s) you are applying for and indicate whether you are applying for particular positions or all positions. You are permitted to apply after the above deadlines. The comments regarding Unit 2 curriculum vitae are applicable here as well, as are the procedures for applying to teach a College Tutorial although there is a limit on the number of Unit 1 persons who can hold such positions. Remember that Atkinson and Glendon hiring departments also hire Teaching Assistants.



Canadian Union of Educational Workers, Local 3
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4700 Keele Street, Downsview, Ontario M3J 1P3
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