

# CUPE 4207 APPLICATION FORM

(CUPE 4207 Positions: Part-time Instructors, Teaching Assistants, Course Coordinators, Demonstrators and Marker-Graders)

## PERSONAL INFORMATION

Last Name		First Name	Initial	Employee Number	
Street Address (use local or current address)		City	Province		Postal Code
Local Phone Number	Permanent Home Phone Number		Date of Application		
Email Address					

## EMPLOYMENT & EDUCATION INFORMATION

Are you legally entitled to work in Canada? Yes  No

Are you planning to work in other departments concurrently? Yes  No

Please indicate the Department, Course(s), and Position(s) that you are applying for in this particular application (please note that a separate application form is required to be submitted for each department to which you are applying):

Department \_\_\_\_\_

Course Code(s) \_\_\_\_\_

Position Title(s) \_\_\_\_\_

**For Instructor positions only:** for the purpose of determining Right of First Refusal, indicate the number of occasions you have successfully taught the course(s) and list the corresponding dates:

If you are currently a student at Brock University, please indicate your:

Degree program and major: \_\_\_\_\_ Pass / Honours / Graduate

Number of credits completed: \_\_\_\_\_

Student I.D. #: \_\_\_\_\_ Full-time student \_\_\_\_\_ Part-time student \_\_\_\_\_

What undergraduate, graduate and/or doctoral degrees have you completed (indicate "IN PROGRESS" if not complete):

Degree (Indicate whether 3 or 4 yr degree)	Major/Minor	Year of Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## SENIORITY IDENTIFICATION

Have you been employed as a Part-time Instructor, Teaching Assistant, Course Coordinator, Demonstrator or Marker-Grader at Brock University in the past 18 months? Yes  No

If yes, please indicate your seniority date (Seniority dates are defined in Article 16.01 of the Collective Agreement and can be confirmed by contacting the CUPE 4207 office):

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

**OTHER RELEVANT EXPERIENCE AND EDUCATION**

Please list any specific courses taken at Brock University that may make you particularly well qualified for the position(s) for which you have applied (attach additional sheets if required):

Course Code and Name (e.g. MGMT 1P91 - Business and Environment)	Year (2007/2008)	Grade (80 (A))
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please indicate any other experience that is relevant to the job(s) for which you are applying (attach additional sheets if required and include, specifically, previous experience as a Part-time Instructor, Teaching Assistant, Course Coordinator, Demonstrator or Marker-Grader):

Employer/Organization (include phone number and contact name)	Description of Duties (include position title)	Dates Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE READ CAREFULLY**

- 1) I agree that misrepresentation of facts by me in this application shall be sufficient cause for dismissal if I am employed by Brock University. This includes a misrepresentation of seniority in the CUPE 4207 Bargaining Unit.
- 2) I understand and further agree that Brock University may ask for information from educational institutions attended and from previous employers regarding details of my academic and employment records. I authorize the release of this information to Brock University and I agree that no liability or damage shall accrue to my educational institutions or previous employers as a consequence of their releasing such information.
- 3) I have read and understood Article 22.04 of the Collective Agreement between Brock University and CUPE 4207. Specifically, I am aware of the workload limits placed on members of the Bargaining Unit under this Agreement. By signing below I agree that I am not in violation of this Article of the Collective Agreement and I will not accept any positions that would cause me to exceed these limits unless I have sought and received prior permission.
  - a) Graduate Students enrolled at Brock University shall not may accept an appointment in excess of an average of ten (10) hours per week over an academic term, in which she is enrolled as a full time student, without the prior permission of the appropriate Dean of Graduate Studies.
  - b) Undergraduate Students enrolled at Brock University shall not may accept more than nine (9) Teaching Assistant appointments, or the equivalent of nine (9) Teaching Assistant appointments in any classification, per term minus the number of courses in which that student is currently enrolled.
  - c) Part-time Graduate Students and Non-Students shall not accept any appointment which, taken together with all other appointments at the University, would cause the member to exceed the maximum number of regular hours (i.e. not overtime hours) allowable in a work week under the Employment Standards Act, as amended from time to time.

\_\_\_\_\_ Applicant's Signature

\_\_\_\_\_ Date