

**Appendix 'D'**  
**General Application Form**  
**Criteria For Sessional Lecturers**  
(CUPE 3913 Unit 2 Work Assignment)

**In order to facilitate a consistent application process, the online application shall provide applicants with an opportunity to insert the following information:**

- Name and address
- Contact information, including home phone and email
- The applicant's four-course assignment preferences
- Whether the applicant wishes to be considered for all other available jobs in the Department
- The applicant's total number of seniority points
- Prior relevant teaching experience and qualifications
- Other experience or qualifications
- An attached résumé

**Online postings shall also contain the employment equity statement and the following:**

When you save this application a copy of your application will be sent to each relevant Department and a confirmation email will be sent to your email address.

By signifying your agreement and saving this form you certify that the information it contains is accurate for the purposes of allowing the University to assess your suitability for employment. You also agree that the University may use the information you submit for the sole purpose of assessing your suitability for employment (including by contacting any references you have identified).

These jobs are Unionized with CUPE 3913 and their terms and conditions of work are covered by the Collective Agreement between the University and CUPE 3913.

Please make sure that you have received the confirmation email. If not, please contact the Department immediately.