

*******Please read the following document from beginning to end.*******

To: Members of CUPE 5265
From: CUPE 5265 Executive
Subject: Online Application Form

Please be extra attentive with filling in the online application form.

We continue to hear of members making errors on the online application. In some cases, errors are found only after the deadline, which means that **these members are not eligible to reapply and have therefore lost the opportunity to compete for courses.** Such instances are heartbreaking and should not be happening.

That members continue to lose the opportunity to teach due to errors on the form is unacceptable. Please know that such errors cannot be the basis of a grievance, as errors on the part of members do not qualify as breaches of the collective agreement. **In such instances, the union's hands are tied.**

We will do our part to ensure that the form is continually improved and to help any member who requires assistance with the completion of the form. However, members who make errors on the online form must take responsibility for their errors, even if that means they will not be teaching in the next academic year.

If you have any questions about the online form, please contact the union executive. If you feel uncomfortable with computers or online forms, do not hesitate to contact us and we can assist you. We can work with you to ensure that you understand exactly how to complete the form. For the next round of applications, we will be offering online tutorials, and additional instructional documents to assist members.

Please ensure that every detail is correct, especially the section number. If the section number is incorrect and, as a result, your application corresponds to no course on offer, **your application will not be considered.**



Here is an example, showing the following:

- a partial image of a sample job ad, for English
- the corresponding entries in the “course information” section of the application form for the English job ad
- the application confirmation section at the bottom of the application form, encouraging you to double check all details
- and the **same course details** that should appear in your **confirmation email** that you will receive following the submission of your application

A partial image of a sample job ad, for English:

Course Number and Section:	ENGLISH 1024E (570)
Course Name:	Forms of Fiction: Introduction to Narrative
Course Days/Times:	Monday 6:30 pm – 9:30 pm
Class Size (approx.):	60
Instruction Start Date:	September 1, 2021
Instruction End Date:	April 30, 2022
Class Format:	In-Person Subject to Public Health Guidelines
Application Deadline:	June 7, 2021
Notes:	

Note that this application example, below, has been filled out correctly, based on the details from the above ad. In this section, members indicate courses for which they wish to be considered. The discipline’s name, the course code, the course suffix, and the section number all match the information in the job ad.

Course Information

 **Please Note:**
You can only apply for up to six course assignments within a single subject area (discipline) per application form.

Discipline: English ▼ Term: Fall/Winter 2021/22 ▼ What would you like your maximum course load to be across all disciplines this academic year? 2.5 ▼

Course Code: 1024 Suffix: E ▼ Section: 570 ▼

I have taught this exact course at King's in the past 24 months

[Add Another Course](#)

Please note the “Application Confirmation” statement at the end of the application form, shown here, encouraging members to double check their form prior to submission. If your application contains errors, the administration will point to this section of the form and ask why you did not follow these instructions:

Application Confirmation

I confirm that I have entered the discipline, course code, suffix, and section accurately in the course information section of this application form. I understand that applications will only be considered for the actual CUPE courses that I apply to.

Submit Application

Here is a sample of what you will receive as a confirmation email. Please note that the confirmation includes the courses for which you have applied, including course code, suffix, and section number. If you wish to be considered for work, **please double check that these bits of information correspond exactly to the details provided in the official job ad.** If the details in the confirmation email do not match the details provided in the job ad, then you have made an error, and you must reapply.

Thank you for submitting your application for English 1024E 570 - Fall/Winter 2021/22.

King's University College is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals, regardless of ethnicity, race, disability, sexual orientation, or gender identity.

King's University College is committed to recognizing the dignity and independence of all and seeks to ensure that persons with disabilities have genuine, open and unhindered access to the College's employment opportunities. If you require an accommodation during the recruitment process, please contact Human Resources at hr@kings.uwo.ca or 519-433-3491 for assistance.

Unfortunately, the application process often happens when we are most busy. However, if you wish to protect your right to work, you must give this task your utmost attention.

Thank you for reading.