

Spring/Summer Teaching Assistant Application Form

If you are an international student with a future Priority TA position and you are interested in working as a TA in the Spring/Summer term, please complete this form and deliver a completed copy of this form to each Department you are interested in working for.

To initiate the application process, all graduate or undergraduate students with Priority or Outside Priority per Articles 13.01 and 13.02 must indicate their interest in employment no later than August 15th (Fall/Winter term), December 15th (Winter term) and April 15th (Spring/Summer term). Each applicant, regardless of whether they have Priority or are Outside Priority, will be required to fill out the requisite forms. It is understood that only qualified applicants will be considered for department based positions.

Student Number:

Last Name:

First Name:

Registration Status in Term of Application:

Program:

Full Time

Part Time

Not Reg'd

Department:

If you would like to apply, please complete the following:

- a) What is your current GPA?
- b) What term are you applying for an outside priority Teaching Assistant position?
- c) Please indicate the department(s) you are interested in:

Section A – Application Information

Please indicate the course(s)/academic area of interest:

Section B –TA Experience

If you have previous TA experience, please enter it in the box below. Please be sure to include the course(s) that were involved, a brief summary of your duties, and the name of the institution (if other than Carleton University).

Section C – Work Experience

In the box below, please describe any relevant work experience that you feel contributes to the TA position you are applying for.

Section D – Skills

Please select the skills that you possess from the group provided. If there are additional skills that you feel are as important as a TA, please select “Other” and provide those skills in the box provided.

Administration	Analytical Skills
Communication	English Language proficiency
Goal Orientated	Group Facilitation/Discussion Skills
Management	Organization
Presentation Skills	Setting Priorities
Other (please specify)	

Section E – Interests

Please select your personal areas of interest from the list below. If there are areas of interest not listed, please select “Other” and provide those areas in the box provided.

Administration	Supervising/Managing
Research	Setting Priorities
Teaching/Instructing	Tutoring
Group Discussions	Tutoring
Other (please specify)	

Section F – External Degree(s)

Tell us about degree work you have completed at other institutions (if applicable)

Section G – External Courses and Grades

Tell us about courses and grades obtained at institutions outside of Carleton (if applicable)

Section H – Conflicts/Issues/Notes

Please enter any additional comments you may have in relation to this TA position.

I declare that the information in this application is correct and complete. I acknowledge that, if evidence of misrepresentation or fraudulent or falsified information is found, Carleton University reserves the right to revoke my application.

Signature

Date

