THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Education

GTA Application Cover Letter Template

Complete this Application Template when applying for GTA positions in ECPS. This will act as your cover letter, so no other letter is required. Please complete a new form for each course you are applying for. Be sure to include all the information requested (and attach items as required).

Date of Application (MM/DD/YYYY)	
Full Name (Last, First)	
Phone	
E-Mail	
Please indicate your Student level	☐ PhD Candidate ☐ PhD Student ☐ MA ☐ MEd Program Area (Your home Faculty, Department/School): E-mail approval for teaching by supervisor obtained and attached ☐ Yes ☐ No
If you are an international student, what is the expiry date of your study permit? You can attach a copy of your study permit if you wish.	

Have you taught for ECPS before?	☐ Yes ☐ No
If **Yes**, what courses have you taught and what year? (List most recent courses first)	Course Year
Classroom teaching experience (please indicate level (e.g.. ages/grades) and other relevant details:	
Describe your experience with teaching online courses. How familiar are you with UBC's Canvas environment?	
Languages Spoken and Levels (first language, proficient,basic). Example: French, native	Language Spoken First Lan. Proficient Basic 1 ○ ○ ○ 2 ○ ○ ○ 3 ○ ○ ○ 4 ○ ○ ○
Course you are applying for (NOTE: Please complete a separate form for each course you are applying for)	

Would you prefer high school or elementary? What your preferred sections (if any)?	
How many sections would you be interested in teaching?	

Please describe your qualification to teach <u>this course</u> (e.g. experience, courses taken, etc.)

If you are applying for an elementary section (any section below) please indicate if you have specialized experience to teach the following sections (check all that apply)

- ☐ Social & Emotional Learning (SEL)= 970

- ☐ Middle Year Cohort = 972

- ☐ Community of Inquiry in Teacher Education (CITE)=973

- ☐ Kindergarten-Primary (KIPP)= 974

- ☐ Indigenous Education/Arts-Based & creativity (ABC)= 976

- ☐ International Baccalaureate – Primary Years Programme (IB/PYP)= 977

- ☐ Middle Year Sustainability Cohort = 978

Please provide examples of your experience that would help you teach the above indicated sections

All UBC Faculty & Staff (including student employees) are required to take the following trainings before they start their positions:

• Preventing and Addressing Bullying & Harassment
https://bullyingandharassment.ubc.ca/training-events/
• Privacy and Information Security
https://privacymatters.ubc.ca/fundamentals-training
• Workplace Safety Orientation
https://ecps-educ.sites.olt.ubc.ca/files/2019/09/ECPS-Safety-Orientation-Checklist_2019.pdf

Have you taken any of above trainings before?
If yes, please attach proof of the completion of your trainings (certificates or checklist).
If not, you will be required to take the trainings and provide proof of completion if you're selected as GTA.

Submission Checklist

☐ Form read and completed

☐ CV attached

☐ Supervisor approval attached (if applicable)

☐ Willingness to attend pre-course meetings

☐ Copy of Study Permit (International

    Students)

☐ Proof of the three required trainings (linked above)