



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	<p>PhD Candidate      PhD Student</p> <p>MA                      MEd</p> <p>Program Area (Your home Faculty, Department/School):</p>          <p>E-mail approval for teaching by supervisor obtained and attached</p> <p>Yes                  No</p>
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?	<p style="text-align: center;">Yes                  No</p>																				
<p>If <b>Yes</b>, what courses have you taught and what year? (List most recent courses first)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: left;">Course</th> <th style="width: 20%; text-align: left;">Year</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Course	Year																		
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Classroom teaching experience (please indicate level (e.g.. ages/grades) and other relevant details:																					
<p>Languages Spoken and Levels (native, proficient, basic). Example: French, native</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Language Spoken</th> <th style="width: 10%;">Native</th> <th style="width: 15%;">Proficient</th> <th style="width: 15%;">Basic</th> </tr> </thead> <tbody> <tr><td>1</td><td> </td><td> </td><td> </td></tr> <tr><td>2</td><td> </td><td> </td><td> </td></tr> <tr><td>3</td><td> </td><td> </td><td> </td></tr> <tr><td>4</td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Language Spoken	Native	Proficient	Basic	1				2				3				4			
Language Spoken	Native	Proficient	Basic																		
1																					
2																					
3																					
4																					
<p>Course you are applying for (NOTE: Please complete a separate form for each course you are applying for)</p>																					
Section/s you are applying for																					

Preferred Sections (if any)	
How many sections would you be interested in teaching?	

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

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

Please note that this is a multi-section course that requires some consistency across sections. Accordingly, a common course outline will be developed for all sections—with input from the instructors involved in the course. To this end, a few meetings will be held prior to the start of the course so that all instructors can have a say in the course design and set-up. It is important that you attend these meetings.

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](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
- Proof of the three required trainings