

Unit 2

CUPE 3903



Blanket

Application

Instructions



If you HAVE a Passport York Login ID...

If you have a valid Passport York login ID and you have used it to previously log into any YorkU application, such as Moodle or ONCE, then continue here.

If you are still not quite sure then click [here](#) for more assistance

Passport York Login

If you DO NOT HAVE a Passport York Login ID...

If you know that you do not have a valid Passport York login ID, then continue with the application processing here by selecting either the CUPE-1 or CUPE-2 Application. These must be printed out, completed and then mailed to the appropriate Faculty/Department.

Continue to CUPE-1 Application without Passport York Login

Continue to CUPE-2 Application without Passport York Login

No Passport York?
Follow the instructions on the next slide.

Number of years of experience: _____

_____ Total number of years in each of which the applicant has accrued applicable prior experience of at least one Type 1 position or equivalent.

_____ Total Type 1 positions (from pages 2-3).

_____ Total Type 2 positions (from pages 2-3).

_____ Total Type 3 positions (from pages 2-3).

PRIOR EXPERIENCE:

Position Title <i>(see page 4)</i>	Position <i>Type</i>	Faculty	Course <i>(Dept., Number, full/half, Title)</i>
EXAMPLE: TUTOR 1	Type 2	Atkinson	SOSC 1700.06 Women in Canada
EXAMPLE: C.D.	Type 1	Arts	SOCI 4350.03 International Migration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you don't have Passport York access, fill out the form manually and email it to the hiring unit with your updated CV: <https://cupejobs.uit.yorku.ca/cupejobs/unit-2-application.pdf>

Pages 2 and 3 are for your experience at York. Make sure your non-York experience is in your CV.

If you have previous work at York, you can request your work history from Rhonda Brown (rbrown24@yorku.ca).



Have Passport York?

[cupe
jobs.
uit.
yorku
.ca](http://cupejobs.uit.yorku.ca)

CUPE Jobs

Please Note: CSV file downloads are now found in Downloads menu above

▼ Faculty of Liberal Arts and Professional Studies

Postings	Blankets/CSSPs	NRAs	CSSP Appointments
<input type="checkbox"/> ADMN	<input checked="" type="checkbox"/> ADMS	<input type="checkbox"/> ANTH	<input checked="" type="checkbox"/> BFND
<input type="checkbox"/> BSMN	<input type="checkbox"/> CMDS	<input type="checkbox"/> DES	<input type="checkbox"/> D.O.
<input checked="" type="checkbox"/> DEMS	<input type="checkbox"/> ECON	<input type="checkbox"/> EN	<input type="checkbox"/> FR
<input type="checkbox"/> GEOG	<input checked="" type="checkbox"/> GCIN	<input type="checkbox"/> HIST	<input type="checkbox"/> HUMA
<input type="checkbox"/> HRM	<input type="checkbox"/> HREQ	<input type="checkbox"/> ITEC	<input checked="" type="checkbox"/> INDG
<input type="checkbox"/> DLLL	<input type="checkbox"/> MIST	<input checked="" type="checkbox"/> DEAN	<input type="checkbox"/> PERS
<input checked="" type="checkbox"/> PHIL	<input type="checkbox"/> POLS	<input type="checkbox"/> PPAS	<input type="checkbox"/> PUAD
<input type="checkbox"/> REI	<input type="checkbox"/> SOSC	<input type="checkbox"/> SOWK	<input type="checkbox"/> SOCI
<input type="checkbox"/> GSWS	<input type="checkbox"/> TYP	<input checked="" type="checkbox"/> TMEX	<input type="checkbox"/> WRIT

Pick everything you're interested in applying for, then press "Review & Submit Application".



JOB BASKET

Please confirm that these are the job postings for which you wish to submit an application

Search:

Confirm	Posting	Cupe Unit	Posting Type	Session	Subject	Course	Course Title	Position Type	Application Deadline
<input checked="" type="checkbox"/>	N/A	N/A	<u>B</u>	AP	ADMS	Blanket AP/ADMS	Blanket Application for AP/ADMS	<u>B</u>	2025-01-31
<input checked="" type="checkbox"/>	N/A	N/A	<u>B</u>	AP	BFND	Blanket AP/BFND	Blanket Application for AP/BFND	<u>B</u>	2025-01-31
<input checked="" type="checkbox"/>	N/A	N/A	<u>B</u>	AP	DEAN	Blanket AP/DEAN	Blanket Application for AP/DEAN	<u>B</u>	2025-01-31
<input checked="" type="checkbox"/>	N/A	N/A	<u>B</u>	AP	DEMS	Blanket AP/DEMS	Blanket Application for AP/DEMS	<u>B</u>	2025-01-31
<input checked="" type="checkbox"/>	N/A	N/A	<u>B</u>	AP	GCIN	Blanket AP/GCIN	Blanket Application for AP/GCIN	<u>B</u>	2025-01-31
<input checked="" type="checkbox"/>	N/A	N/A	<u>B</u>	AP	INDG	Blanket AP/INDG	Blanket Application for AP/INDG	<u>B</u>	2025-01-31
<input checked="" type="checkbox"/>	N/A	N/A	<u>B</u>	AP	PHIL	Blanket AP/PHIL	Blanket Application for AP/PHIL	<u>B</u>	2025-01-31
<input checked="" type="checkbox"/>	N/A	N/A	<u>B</u>	AP	TMEX	Blanket AP/TMEX	Blanket Application for AP/TMEX	<u>B</u>	2025-01-31

Showing 1 to 8 of 8 entries

[Submit Application](#)

[Return to Main](#)



You need to press "next step" for your info to be saved!

yu link

[yu link Home](#) [Academic Resources](#) ▼ [Employee Resources](#) ▼ [Institutional Information](#) ▼ [Workplace & Campus Services](#)

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Please take note that Application progress will not be saved.

Do not hit the browser back button or click any links outside of the Application until you have completed the application.

[Continue Application](#)



Step 1: Review and update your personal information as needed.

yu link

yu link Home Academic Resources ▾ Employee Resources ▾ Institutional Information ▾ Workplace & Campus Services

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[Step 1](#) [Step 2](#) [Step 3](#) [Step 4](#) [Step 5](#) [Step 6](#)

Personal info received from ARMS.

Personal Information

[Step 1](#) | **[Step 2](#)** | [Step 3](#) | [Step 4](#) | [Step 5](#) | [Step 6](#)

Application Type

Blanket

Blanket Applications

Faculty	Department/Division
Faculty of Liberal Arts and Professional Studies	ADMINISTRATIVE STUDIES
Faculty of Liberal Arts and Professional Studies	BUSINESS FUNDAMENTALS
Faculty of Liberal Arts and Professional Studies	Office of the Dean
Faculty of Liberal Arts and Professional Studies	Disaster and Emergency Management
Faculty of Liberal Arts and Professional Studies	Global & Community Internship
Faculty of Liberal Arts and Professional Studies	Indigenous Studies
Faculty of Liberal Arts and Professional Studies	PHILOSOPHY
Faculty of Liberal Arts and Professional Studies	Toronto Metropolitan University York Exchange Crs

Step 2:
 You'll see all of the faculties and departments you're applying to, and it notes the dates to submit your blanket app for consideration (November 15 - January 31).



Still Step 2:
Make sure to list the courses that you want the most! Include all the information about them, like their course #, title, academic session, etc.

Courses / Positions Requested:

Even though this is a blanket application, please specify the position(s), course # and title, and academic session in which you are most interested.

List of Requested Courses / Positions: (Required)

Course Director - PHIL 1234 Fall/Winter: The Dream Course I've Always Wanted To Teach



Step 3: Your prior experience at York.

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[Step 1](#) [Step 2](#) **Step 3** [Step 4](#) [Step 5](#) [Step 6](#)

Prior Experience in Teaching, Demonstrating, Tutoring, Marking at York

Your work history and years of experience at York is available within York's Academic Resource Management System (ARMS) through the hiring unit.

There is no need to submit this information with your application, however if you would like to do so you may attach a file with your work history. This will be done just before submitting the application.

You may include all experience gained in CUPE 3903, whether in Unit 1 or 2. In addition, you may count certain other teaching/tutoring experience at York University held outside of CUPE 3903, as stipulated in Article 12.07 of the collective agreement. You should include any experience accrued as a result of grievance, service on the CUPE 3903 Local or National Executive, in connection with leaves, or as a result of Major Research and Teaching Development Grants.

[View your Assignments from last year](#)

[Next Step](#)



Step 4:

Fully fill in the educational fields, including degrees, titles of theses, publications, and current research.

CUPE 2 ONLINE APPLICATION

[Step 1](#)

[Step 2](#)

[Step 3](#)

[Step 4](#)

[Step 5](#)

[Step 6](#)

Education

NOTE: If you have included these fields in your CV or you feel they don't apply, please enter 'N/A' in the field before clicking 'Next Step'.

Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6

Q My Sites 0

Other Work and References

NOTE: If you have included these fields in your CV or you feel they don't apply, please enter 'N/A' in the field before clicking 'Next Step'.

PREVIOUS RELEVANT EXPERIENCE (Outside York): (Required)

REFERENCE (Only Required if No Previous Teaching Experience at York):

Next Step

Step 5:
Fill in previous relevant work experience outside of York and references if you don't have previous teaching experience at York.



Step 6: Review everything to make sure it's correct. Include your updated CV & supplementary work history.

CUPE 2 ONLINE APPLICATION

[Step 1](#) [Step 2](#) [Step 3](#) [Step 4](#) [Step 5](#) **Step 6**

Review and Submit

If you wish to include work history to supplement what is already in ARMS, you can upload the file here.

Upload Work History Document (PDF only)

No file chosen

No CV in ARMS currently.

Please upload a CV (PDF only) (Required)

No file chosen



Incumbency

If you have taught a course within the last 36 months (42 months in some cases) and the course has not substantially changed...

You are incumbent: deemed to meet the required and preferred qualifications for the position.



Reminders

- Update your CV every year!
- York wants specific types of CVs. Here's a guide: cupe3903.org/news/tips-for-u2-cv/
- Hiring units are only allowed to require your application form and CV (and references for external candidates only). You can provide more, but it can't be required.



Good luck
applying!

**Make sure to check the
blanket app deadline:
*January 31st!***



More info!



**Useful Forms
& Documents**



**Members' Manual
& Handbooks**