



University of Windsor

ECONOMICS DEPARTMENT
APPLICATION FOR EMPLOYMENT
GRADUATE ASSISTANT (GA) or
TEACHING ASSISTANT (TA)

TODAY'S DATE: \_\_\_\_\_

APPLICATION FOR SEMESTER: \_\_\_\_\_ 20\_\_\_\_
(Fall or Winter) (year)

FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

TELEPHONE\*: \_\_\_\_\_ @uwindsor.ca EMAIL\*: \_\_\_\_\_

STUDENT I.D. #: \_\_\_\_\_ U of Windsor EMPLOYEE #\*: \_\_\_\_\_

Canadian or Permanent Resident of Canada or International: \_\_\_\_\_

If International, you must have a study permit valid for the length of the contract before work begins.
Fall semester is September through December. Winter semester is January through April.

In the Semester you are applying to work, you will be (type an X after the correct response):
Undergrad majoring in \_\_\_\_\_ in year \_\_\_\_\_ or MASTER'S M1 \_\_\_\_\_ or MASTER'S M2 \_\_\_\_\_

List all previous TA/GA appointments, semester(s) and professor(s) you have had at the University of Windsor:
\_\_\_\_\_
\_\_\_\_\_

Other Relevant Work Experience:
\_\_\_\_\_
\_\_\_\_\_

If a University of Windsor Professor recommended that you apply for a GA/TA position, please name the professor:
\_\_\_\_\_

If you prefer to work for a specific course and/or professor, please list in order of preference. You will not necessarily be assigned to the course/professor that you list here.
\_\_\_\_\_
\_\_\_\_\_

For TA applicants only: How many hours are you available to work in the semester you are applying for?
(Maximum for TA undergrad is 100 hours all contracts combined; Maximum for M1 students is 110 hours.):
\_\_\_\_\_

Your Signature: \_\_\_\_\_

Email this page of your completed application to the Economics Graduate Secretary at
kristy.grant@uwindsor.ca

\*Information about this application is on page 2. Please do not return page 2 with your application.

**PLEASE NOTE:**

- If you do not want the Economics department to **phone** you on your cell phone, do not put the number on this form. We very rarely phone GA/TA.
- **Email** is the preferred method of communication. If you give a non-University of Windsor email address, it can only be used until you register as a student. After you register, only your University of Windsor email address can be used by Economics. We are to respond to you only when you send from your @uwindsor.ca email address after you register. Please ensure that your @uwindsor.ca email is activated. Here are instructions  
<https://uwindsor.teamdynamix.com/TDClient/1975/Portal/KB/ArticleDet?ID=9125>
- You must be registered as a student (full time student if international) before employment can begin.
- If you do not currently have a University of Windsor **employee number**, leave it blank. If you are hired, you will complete forms with Human Resources to get the employee number. If you don't already have a Canadian Social Insurance Number (SIN), you will need one before you get the employee number. Instructions will be sent to you about this if you are hired.
- A digital signature is required on this form. Information on how to do a digital signature can be found at <https://www.uwindsor.ca/graduate-studies/1236/adding-digital-signature-pdf-fillable-form>
- Do not attach your transcript for the University of Windsor or elsewhere to this application. Your graduate application documents (for M1 & M2 graduate students) and transcripts (for undergrads and University of Windsor students) will be accessed in order to confirm your academic performance and current status.
- Communication and inter-personal skills will be assessed in a brief interview with the Economics Graduate Director. You will be notified of an appointment time via email. This may be done online.
- A short, written test may also be required of applicants to assess their ability to understand and explain undergraduate level Economics concepts.
- A personal resume is not necessary. You may scan and send one as a pdf attachment if you wish.

It is the University's philosophy that every person is free and equal in dignity and rights regardless of race, creed, age, colour, sex, marital status, ancestry, place of origin, ethnic origin, citizenship, record of offenses, family status, sexual orientation, or disability.

In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply."