



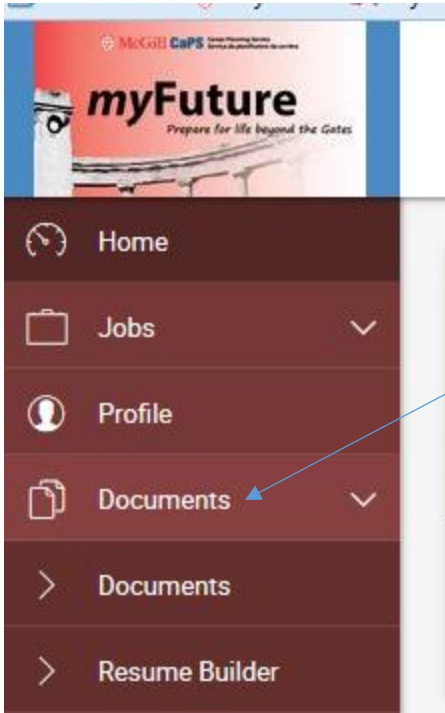
McGill

UPLOADING THE “TA APPLICATION FORM” AND SEARCHING FOR TA POSTINGS IN MYFUTURE

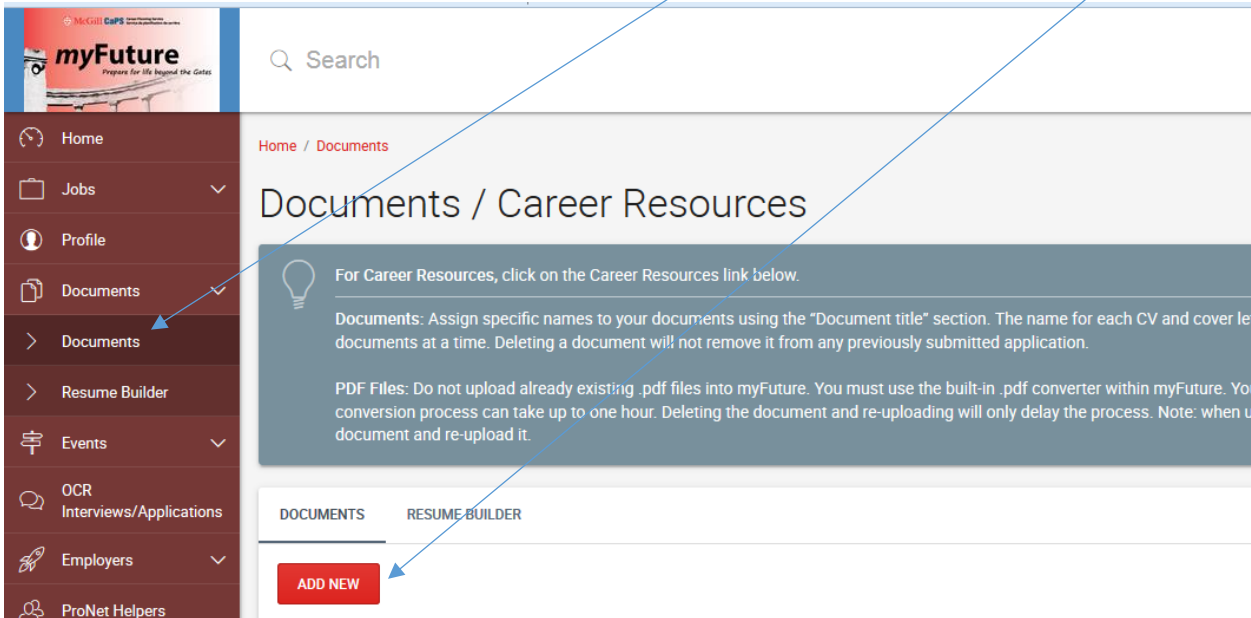
NOTICE: Fillable PDF forms get corrupted when uploaded in myFuture FOLLOW THESE STEPS TO ENSURE YOUR PDF FORM DOES NOT GET CORRUPTED AND THAT THE EMPLOYER DOES NOT RECEIVE A BLANK PDF

- **Fill out the form**
- **Print filled form**
- **Scan form and save the scanned form**
- **Upload saved scanned form to myFuture**
- **Submit saved scanned form to job posting**

- To upload a document in your document library, from your myFuture home page click on the **Documents tab**



- A drop down menu will appear, click on the **documents** tab followed by the **add new** button



- If the application process is to upload your TA application form as a **resume** please do the following:
 - In the **Label** field make sure to give your document a proper name that makes sense.
 - Make sure to tag your TA Application form in the Document type as **Resume**
 - Click the **browse** button and select the file you want to upload from your computer and click **submit**

myFuture

Search

Documents / Career Resources

Did you know?
Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload.

SUBMIT CANCEL

* Indicates a required field

Student Document

Label *

TA Application Form

Document Type

☒ Resume ☐ Cover Letter ☐ Unofficial Transcript ☐ Writing Sample ☐ Other Documents

Maximum file size: 1000kb

File *

Please select your document to upload.

Browse... No file selected.

SUBMIT CANCEL

- If the application process is to upload both a Resume and a TA application form, make sure that the TA Application Form is tagged as Other Documents and not resume
 - In the **Label** field make sure to give your document a proper name that makes sense.
 - Make sure to tag your TA Application form in the Document type as **Other Documents**
 - Click the **browse** button and select the file you want to upload from your computer and click **submit**

myFuture
Prepare for life beyond the Gates

Search

Home / Documents / TA Application Form

Documents / Career Resources

Did you know?
Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For ins

SUBMIT **CANCEL**

* Indicates a required field

Student Document

Label *

TA Application Form

Document Type

☐ Resume ☐ Cover Letter ☐ Unofficial Transcript ☐ Writing Sample ☒ Other Documents

Maximum file size: 1000kb

File *

Please select your document to upload.

Browse... TA FORM.docx

SUBMIT **CANCEL**

How to search for a TA position?

The fastest and easiest way to located TAships is to click on the **Job** tab followed **myFuture jobs** and then click on the **Advance Search** button and select **McGill Teaching Assistant** from the Position Type drop down menu and click the search button

The screenshot shows the 'myFuture' website's 'Jobs' section. The left sidebar contains navigation links: Home, Jobs, myFuture Jobs, My Job Applications, My OCR Applications, Profile, Documents, Events, OCR Interviews/Applications, Employers, ProNet Helpers, Surveys, Resources, Calendar, and My Account. The main content area is titled 'Jobs' and shows a search bar with the text 'SEARCH' and a dropdown for 'Advanced Search'. Below the search bar, there are filters for 'Exclude Jobs I've Applied For' (yes/no), 'Desired Degree Levels' (Undergraduate, Masters & Grad Dips & Certs, Collegial, Continuing Ed (non-credit), Dentistry/Law/Medicine, Doctorate, Graduate Qualifying), 'Majors/Concentrations' (with a checkbox to search for records with no option selected), 'Position Type' (with a dropdown menu showing 'McGill Teaching Assistantship' selected), and 'Employer' (with a dropdown menu showing '[options]'). The search results show 1-20 of 1275 results. The first result is 'Math & English Reading' by Acadie Beaumont Kurmon. The second result is 'Client Relationship Co' by Oceanwide Inc. - Montreal. The third result is 'Ergothérapeutes' by La Croix Jaune Employers. The fourth result is 'Administrative Assista' by Ruveneco Inc. - Montreal. The fifth result is 'Analyste expert en rég' by Illico Hodes - Montreal, Q. The sixth result is 'ANIMATORS in High S' by Immediate Full-Time.

Select the position to which you want to apply to and click on the **position title**

The screenshot shows the 'myFuture' website's 'Jobs' section. The left sidebar contains navigation links: Home, Jobs, myFuture Jobs, My Job Applications, My OCR Applications, Profile, Documents, Events, OCR Interviews/Applications. The main content area is titled 'Jobs' and shows a search bar with the text 'SEARCH'. Below the search bar, there is a filter for 'Position Type: McGill Teaching Assistantship' with a 'Clear All' button. The search results show 1-20 of 21 results (Results as of: Wednesday, April 19, 2017 | 10:18 am). The first result is 'Auxiliaire d'enseignement, Obligations contractuelles' by McGill Teaching Assistantship, Part-Time, McGill - Faculté de droit, Professeur Fabien Gélinas - Montreal, Quebec. The second result is 'Fall 2017- ANAT 261 (3 positions)' by McGill Teaching Assistantship, McGill - Faculty of Medicine - Montreal, Quebec. The third result is 'Fall 2017- ANAT 315 (1 position)' by McGill Teaching Assistantship, McGill - Faculty of Medicine - Montreal, Quebec.

Read the position description and qualifications. Should you wish to apply, click on the **apply** button. A **pop up** will appear which will provide you with instructions on how to apply

The screenshot displays a job application portal interface. On the left is a dark red sidebar with navigation links: Home, Jobs, myFuture Jobs, My Job Applications, My OCR Applications, Profile, Documents, Events, OCR Interviews/Applications, Employers, ProNet Helpers, Surveys, Resources, Calendar, and My Account. The main content area has a dark red header with a search bar, a user profile for Jean Henworth, and a job listing for 'Fall 2017- ANAT 261 (3 positions)' at McGill University. The job details include the position type 'McGill Teaching Assistantship', a description of the role, and qualifications. An 'APPLY' button is visible in the top right of the job listing. A red 'Apply' pop-up window is overlaid on the job details, containing sections for 'Application Status', 'Resume', 'Other Documents', and 'Notes'. The pop-up also includes a red 'ADD NEW' button. The right sidebar of the job listing shows 'Important Dates' (Posted On: Apr 10, 2017; Applications Accepted Until: May 12, 2017) and 'Attachment(s)' (TA Application Form).

myFuture

Search

Jean Henworth

Home

Jobs

myFuture Jobs

My Job Applications

My OCR Applications

Profile

Documents

Events

OCR Interviews/Applications

Employers

ProNet Helpers

Surveys

Resources

Calendar

My Account

M

Fall 2017- ANAT 261 (3 positions) ★

McGill Teaching Assistantship

McGill - Faculty of Medicine – Montreal, Canada

+ FOLLOW

APPLY

Position Type

McGill Teaching Assistantship

Description

Course Title: "Introduction to Dynamic Histology". Supervise one of the three, 2-hour labs on a weekly basis. Responsible for coordination of labs, marking, mid-term exam, grade assignments and final exam. TAs must attend all lectures and answer student questions in addition to organizing tutorials and review sessions with the students.

Qualifications

B.Sc. in biological sciences (i.e., Biology, Biochemistry, etc.)

Experience as a TA in Histology, Anatomy & Cell Biology

undergraduate students, marking, exams and

Location

Montreal, Canada

ID

98968

Application Deadline Date

May 12, 2017

Job Function

McGill TAship

Desired Major(s)

Science/Life/Anatomy & Cell Biology

Desired Degree Level

Undergraduate

Eligibility Requirements

Important Dates

Posted On:

Apr 10, 2017

Applications Accepted Until:

May 12, 2017

Attachment(s)

TA Application Form

Apply

Application Status

Note on requested documents:

Please fill out and submit the attached application form. When uploading your TA Application form in your document library make sure that you have selected the document type as OTHER DOCUMENT and not RESUME. * indicates a required field

If you wish to apply, please select the document(s) to include and click Submit.

Resume

Choose a Resume to submit for this position.

july 19 cv test*

ADD NEW

Other Documents *

Choose Other Documents to submit for this position.

☒ TA application form

ADD NEW

Notes

If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.