

# Digital Learning Centre

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Last Name	First Name	MUN #	Date of Birth (DD-MM-YYYY)
Citizenship		Semester applied for:	

### LOCAL ADDRESS AND PHONE

STREET (INCLUDING APARTMENT NUMBER, IF NECESSARY)

TOWN OR CITY	POSTAL CODE	PHONE NUMBER
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E-MAIL ADDRESS

EMERGENCY CONTACT NAME AND PHONE NUMBER

### PROGRAM IN WHICH YOU ARE CURRENTLY ENROLLED

☐ Major ☐ Minor ☐ Undergraduate ☐ Graduate

Faculty \_\_\_\_\_ Year of Study (MM/DD/YYYY) \_\_\_\_\_

Please submit a current resume and transcript with your application. **International student applicants must submit a valid visa and Social Insurance Number.**

### WORK PREFERENCE

Please select your work preference:

☐ Prefer DLC shifts ☐ Prefer conversation classes ☐ Prefer a mixture ☐ No preference

### HIRING INFORMATION

1. Please indicate the total number of hours per week you would like to work (combination of DLC and conversation classes) \_\_\_\_\_.
2. Please list those periods exceeding one month that you have spent in a French speaking milieu (place/duration of time/year) \_\_\_\_\_.
3. Do you have previous DLC or the computer facility monitoring experience? If yes, where and for how long? \_\_\_\_\_.
4. Please check all that you feel comfortable working with:  
☐ Word processing software ☐ Spreadsheets ☐ HTML ☐ BrightSpace (D2L)
5. Other technical skills (e.g. classroom support, repair experience): \_\_\_\_\_

**YOUR TIMTABLE (OF THE SEMESTER FOR WHICH YOU ARE APPLYING)**

**XXXX = BUSY**

**Left Blank = FREE**

TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY
0800 - 0850	1				1			{1}	1
0900 - 0950	2	10	17	{2}	2	10	17		2
1000 - 1050	3	11	18		3	11	18	{3}	3
1100 - 1150	4			{4}	4			{5}	4
1200 - 1250	5		16		5		16		5
		12		23		12		23	
1300 - 1350	6		6		FREE {6}		6		16
1400 - 1450	7	13	19		7	13	19	{7}	7
1500 - 1550	8	14	20		8	14	20		8
1600 - 1650	9				9				9
1700 - 1750	{19}			{8}	{16}			{9}	
		15	21			15	21		
1800 - 1850									
1900 - 2015	34	30	35	31	34	32	35	33	38
2030 - 2145	36		37		36		37		

**LEGEND:**

Slot 2 – MWF 9-10 a.m. (F02 + a 4<sup>th</sup> hour Tu 9-10 a.m.)  
 Slot 3 – MWF 10-11 a.m. (F03 + a 4<sup>th</sup> hour Tr 10-11 a.m.)  
 Slot 4 – MWF 11 a.m. – 12 p.m. (F04 + a 4<sup>th</sup> hour Tu 11-12 a.m.)  
 Slot 5 – MWF 12 – 1 p.m. (F05 + a 4<sup>th</sup> hour Tr 11-12 a.m.)  
 Slot 6 – MTuTr 1-2 p.m. (F06 + a 4<sup>th</sup> hour W 1-2 p.m.)  
 Slot 7 – MWF 2-3 p.m. (F07 + a 4<sup>th</sup> hour Tr 2-3 p.m.)  
 Slot 8 – MWF 3-4 p.m. (F08 + a 4<sup>th</sup> hour Tu 5-6 p.m.)

Slot 9 – MWF 4-5 p.m. (F09 + a 4<sup>th</sup> hour Tr 5-6 p.m.)  
 Slot 16 – MTr 12-1 p.m. + F 1-2 p.m.  
 Slot 17 – TuTr 9-10:15 a.m.  
 Slot 18 – TuTr 10:30 – 11:45 a.m.  
 Slot 19 – TuTr 2-3:15 p.m.  
 Slot 20 – TuTr 3:30-4:45 p.m.  
 Slot 21 – TuTr 5:30 -6:45 p.m.

**DATE AND SIGNATURE**

**Date:**

**Signature:**

Please submit completed forms to:

**Dr. Anne Thareau**  
**Acting Director, Digital Learning Centre**  
**Room SN-4031**  
**Memorial University of Newfoundland**  
**St. John's, NL**  
**A1B 3X9**  
 e-mail: [athareau@mun.ca](mailto:athareau@mun.ca)