## Appendix I: Candidate Application Form (CAF)

**INSTRUCTIONS:**

Candidates shall submit a CAF with each PCAF (13.5.4, Appendix F). If a candidate is applying to an individual course posting, this form shall be submitted by the deadline listed in the course posting. Refer to Appendix H for further guidance about completing this form and how this form will be scored.

Save the completed form and upload it to the Career Portal along the other documents you are submitting as part of your application.

**NOTES:**

This form shall be submitted in a University-approved format as listed in the posting.

There is a 4-page total limit on the responses to all of Questions 1, 3 and 4.

There is a limit of 200 words for each course listed under Question 2.

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| **Candidate Name:** |
| **Candidate Email Address:** |
| **1. Academic and professional qualifications**  Provide your relevant academic (including degree information), experiential, and professional qualifications as related to the job posting. **Limit: 250 words** |
|  |
| 2.**Competency to teach the posted course**  Describe your ability and skills to teach the course(s). Include your currency and mastery of the subject matter; previous teaching, tutorial, or lab experience that is related to the course(s); and your ability to perform the duties of the course(s). **Limit: 200 words per course** |
| Course No. and Title |
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| 3. **Teaching qualifications (not specific to the course)**  Describe your teaching qualifications. Include any other teaching experience, teaching training, or teaching-related transferrable skills. Describe your pedagogical approaches, how you attain student learning outcomes, efforts you have made to bring an EDI lens to your teaching methodologies, and attempts to improve your teaching. **Limit: 750 words** |
|  |
| 4.  **Other qualifications and experience relevant to the course**  Describe any other qualifications or experience relevant to the course(s). This may include, but is not limited to, any additional degrees or professional qualifications; community engagement; development of educational materials; equity, diversity, and inclusion experience; Indigenous knowledge systems; pedagogical development; post-doctoral experience; and/or professional development and/or experience. **Limit: 750 words** |
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