PART TIME FACULTY APPLICATION SYSTEM

How to Set up an Account
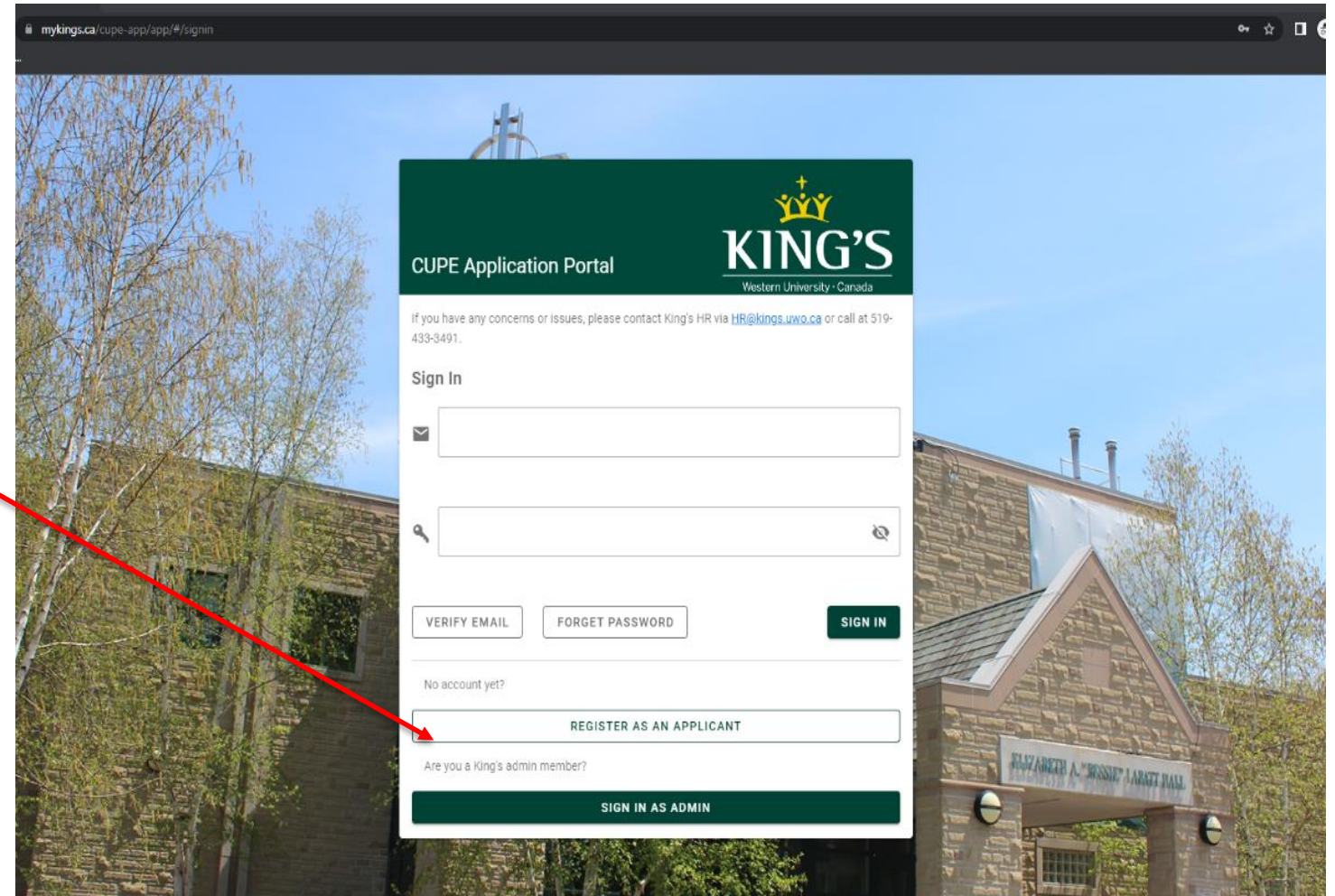
1. Access CUPE Application Site

Open your internet browser and go to https://mykings.ca/cupe-app/

- Chrome internet browser is highly recommended.

- **Note**: Some functions of the system are not compatible with other browsers and may not work as intended.

2. Register as an Applicant

If you are new to the system, click on "Register as an Applicant"

3. Register New Account

Enter your information on the form.

- First name and Last Name
- Email (**Note**: You cannot use a Western email. You must use alternate mail to register. Email address can not include uwo.ca)
- Create a Password
- Phone number (no spaces or hyphens)
- Last 4 digits of your SIN number

Click Register

4. Confirm to Register

Confirm that all the information that you have entered is correct.

If there is an error – click "go back" and correct and follow step 3 and step 4 again.

If correct – click register
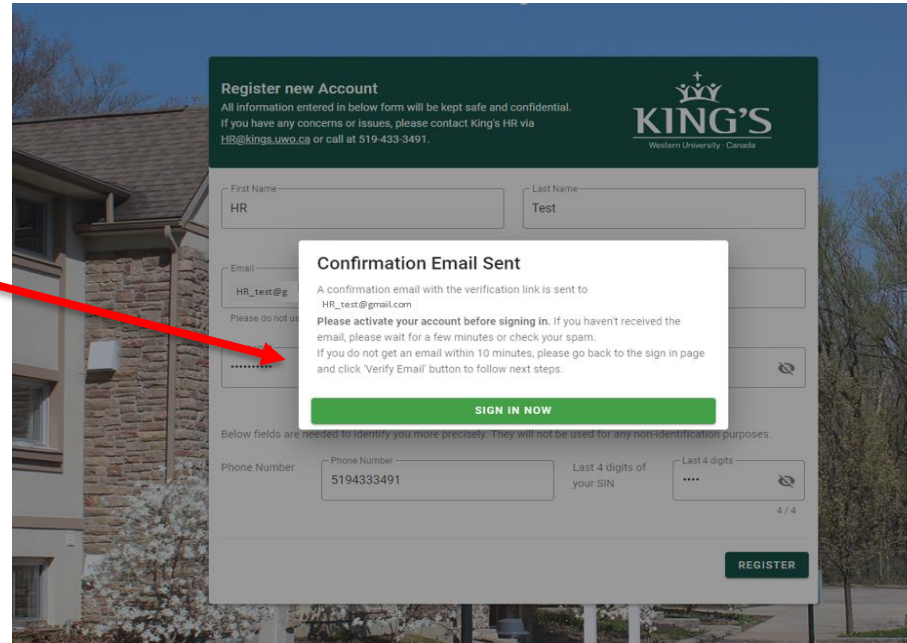
5. Confirmation Email Sent

Once you have clicked "Register", you should receive this message

Go into the email account that you used to set up the account.

You will have receive an email with an verification link.

Once email found you will need to click the verification link to verify your account.

Note: If you do not receive the email, check your spam/junk folder in your email.

From: noreply@cupe-app.firebaseapp.com
Date: 2023-04-10 11:17 a.m. (GMT-05:00)
To:
Subject: [CUPE Application Portal] Verify your email for King's University College CUPE Application

Hello HR Test,

Follow this link to verify your email address.

https://cupe-app.firebaseapp.com/__/auth/action?mode=verifyEmail&oobCode=ZudmYoyF0EZgvIfzx2Ncc36lQLAYvEudXaIYuT6vSm4AAAGHa74GHA&apiKey=AIzaSyAB4fMe_rqVPEQ-DnbGBPqiT504A-FveWw&lang=en
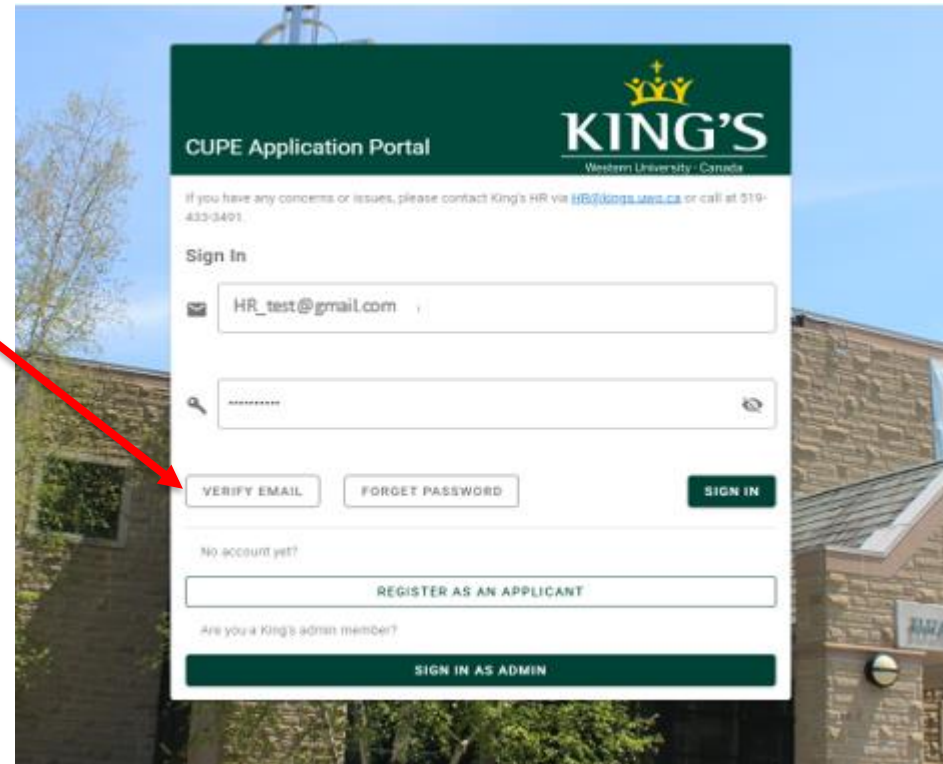
If you didn't ask to verify this address, you can ignore this email.

Thanks,

Your King's University College CUPE Application team

Still haven't received your confirmation email?

- Go back to https://mykings.ca/cupe-app/
- Click on "verify email"

6. Account Created

Once you have clicked on the verification link in the email that was sent, you should see the following message on your screen.
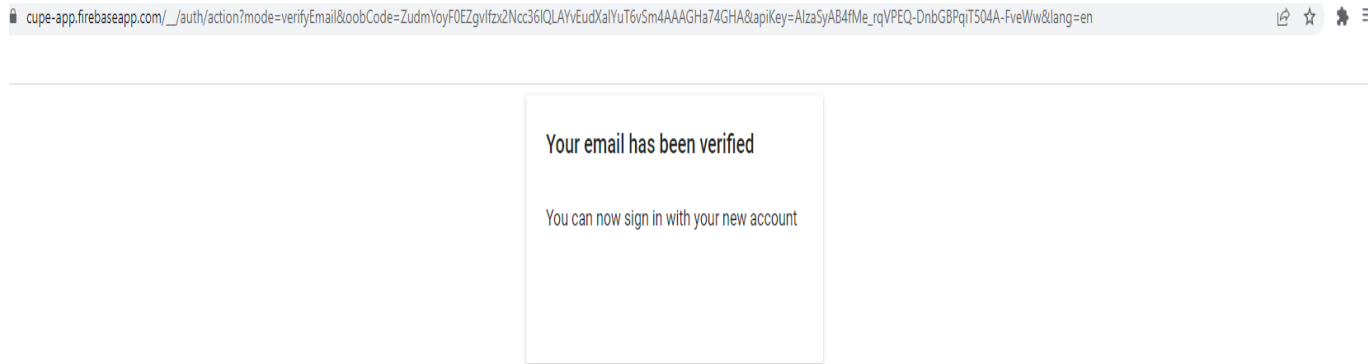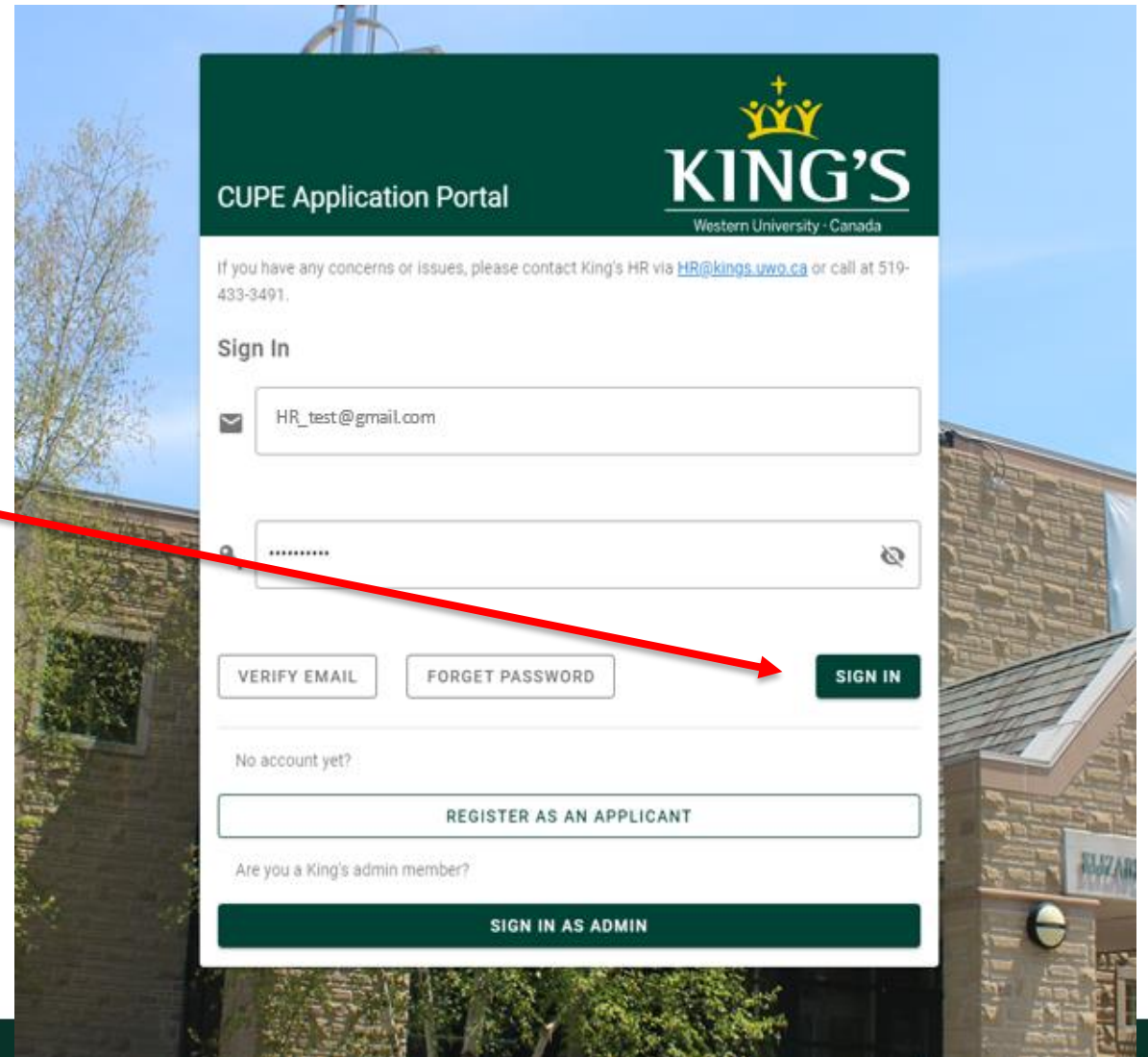

You can now return to the main page of the Application Portal and sign in to set up your profile and apply to postings https://mykings.ca/cupe-app/

How to Set Up Your Profile

1. Sign into Account

- Enter your email address
- Enter your password
- Click "Sign in"

2. Home Screen

- On the home screen you will find helpful information such as notifications and announcements
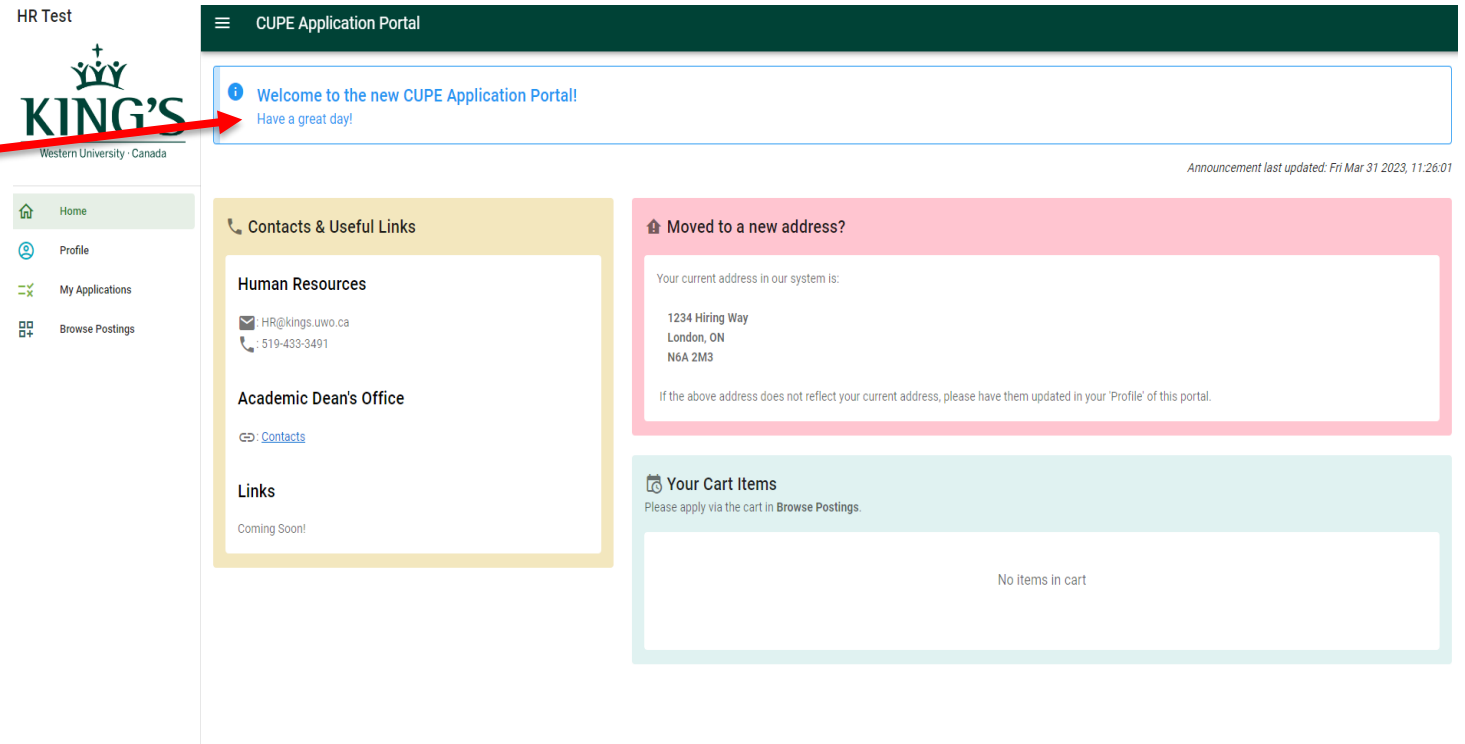
2. Home Screen

- Have you changed your address?

    If yes, please notify the HR department by email as well at HR@kings.uwo.ca

2. Home Screen

- Contact information or relevant links
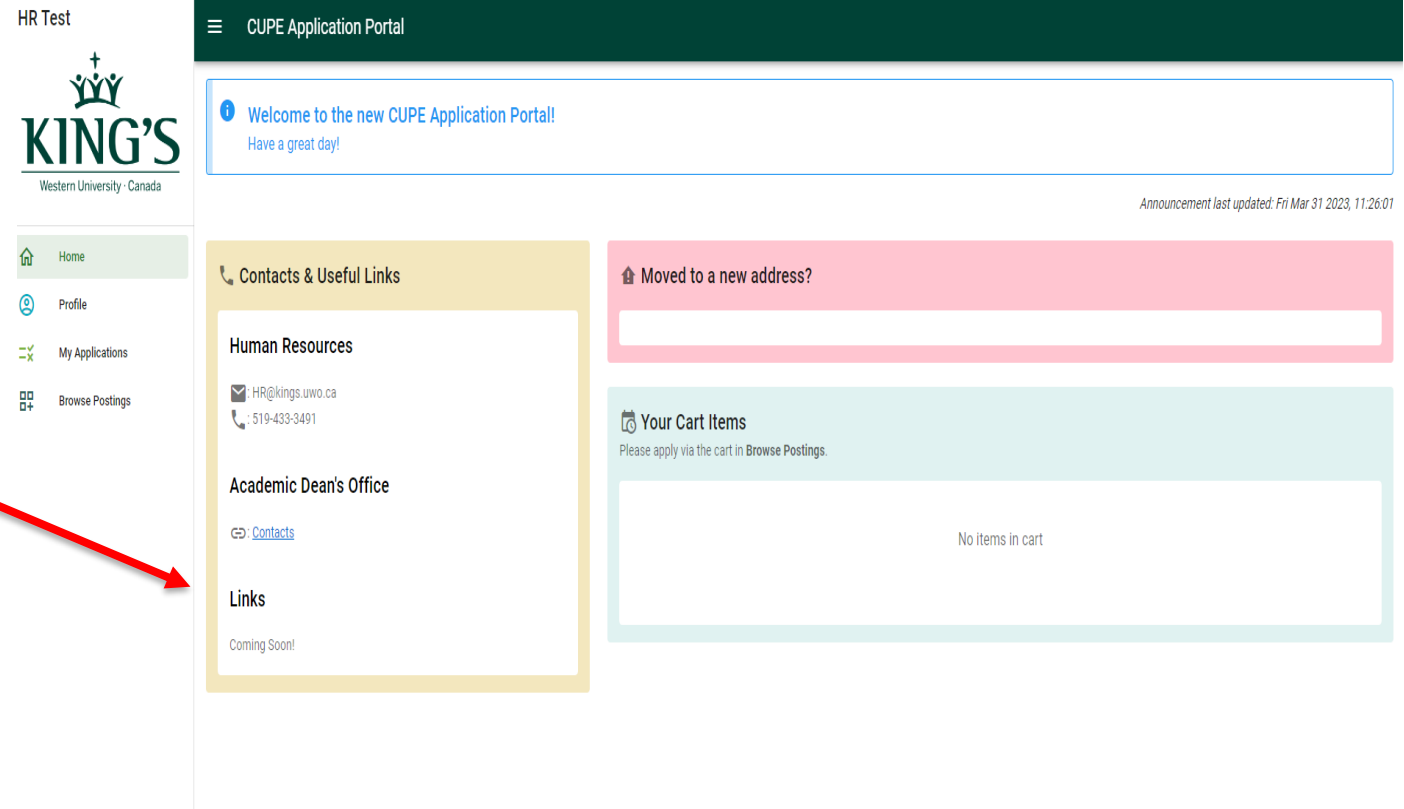
2. Home Screen

- Your Cart Items – Once you have selected postings to add to your cart, they will appear here until you have complete the application process
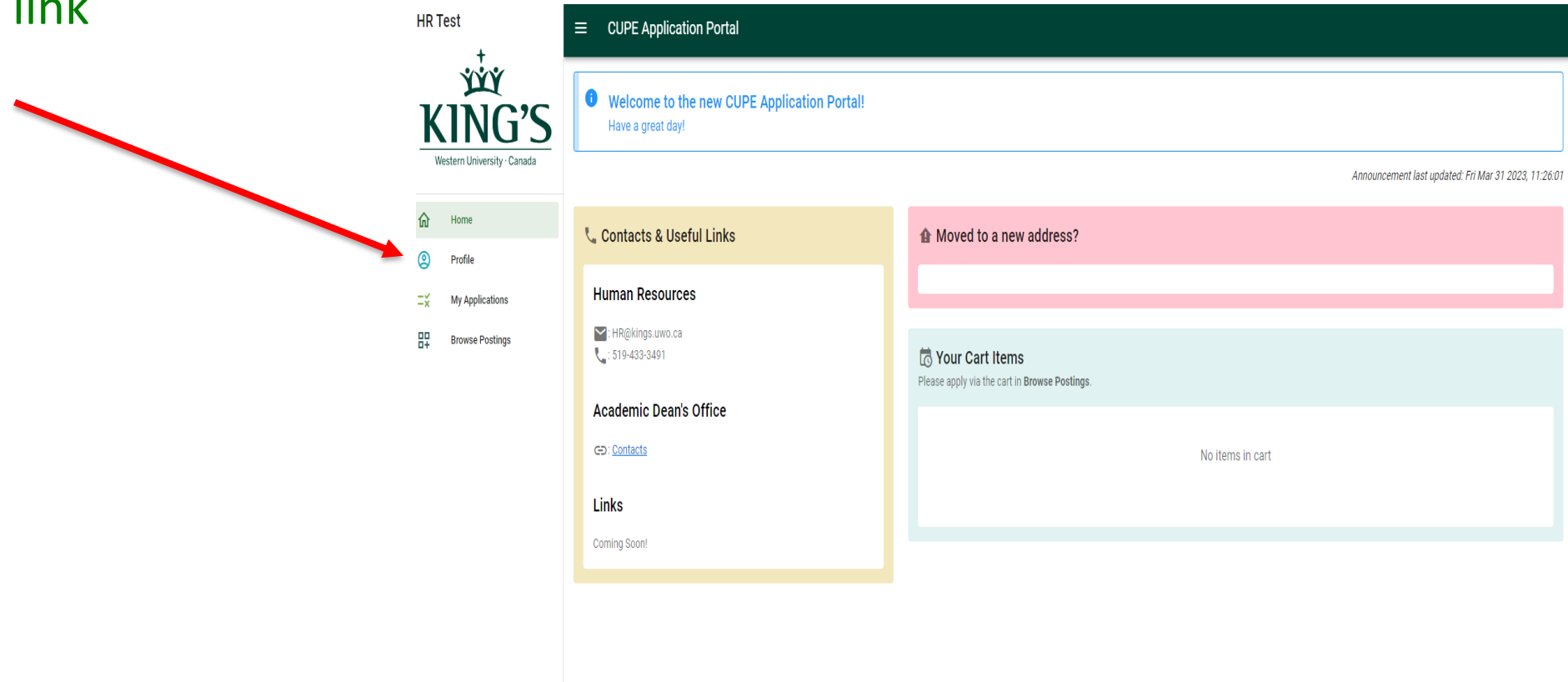
2. Home Screen

- And easy to navigate buttons
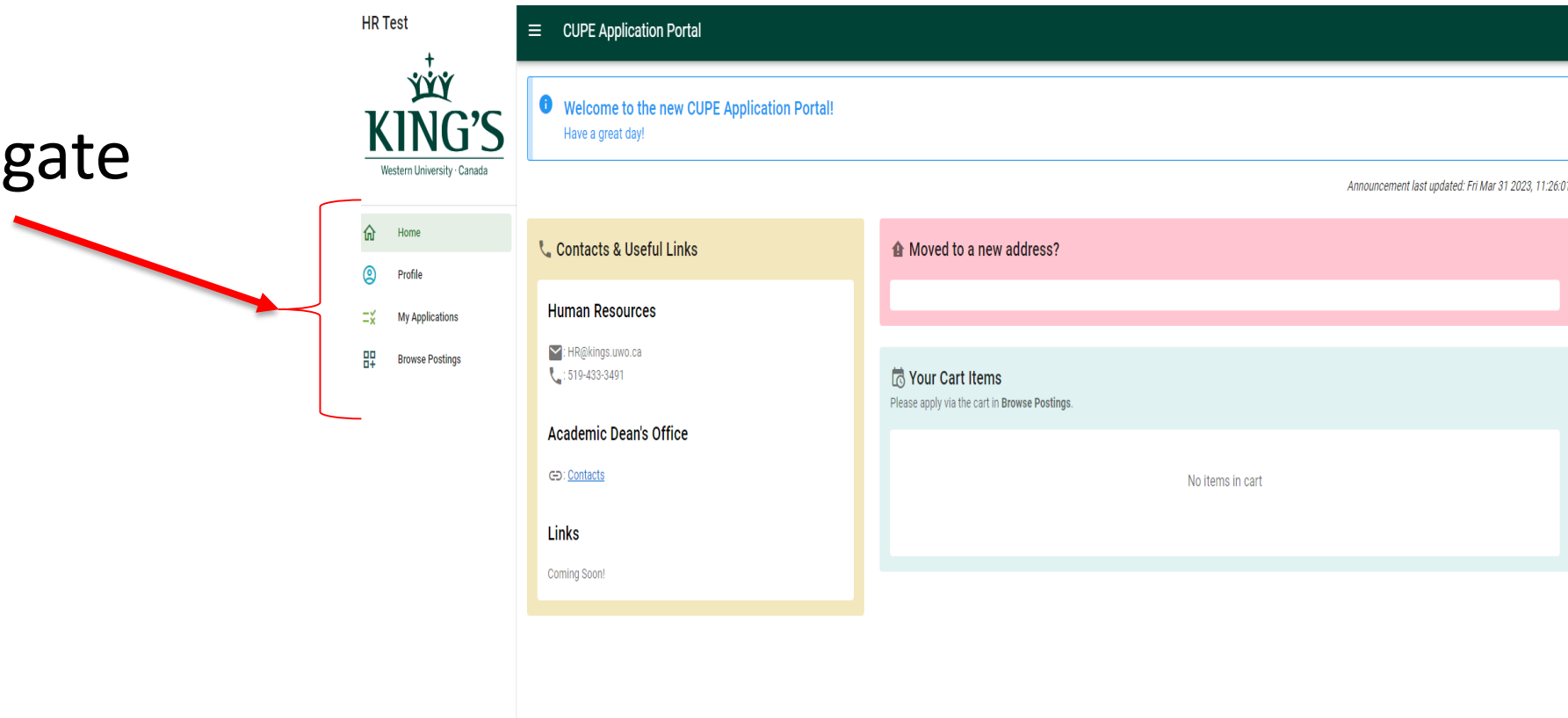
3. Setting up your Profile

Click on the profile link

3. Setting up your Profile

Fill your profile information.

Select your preferred email (Note: this can be a UWO email address if you prefer)

Click "Save"

Now you are ready to apply to postings!

How to Apply for Postings

1. Browse Postings

- Click on "Browse Postings"
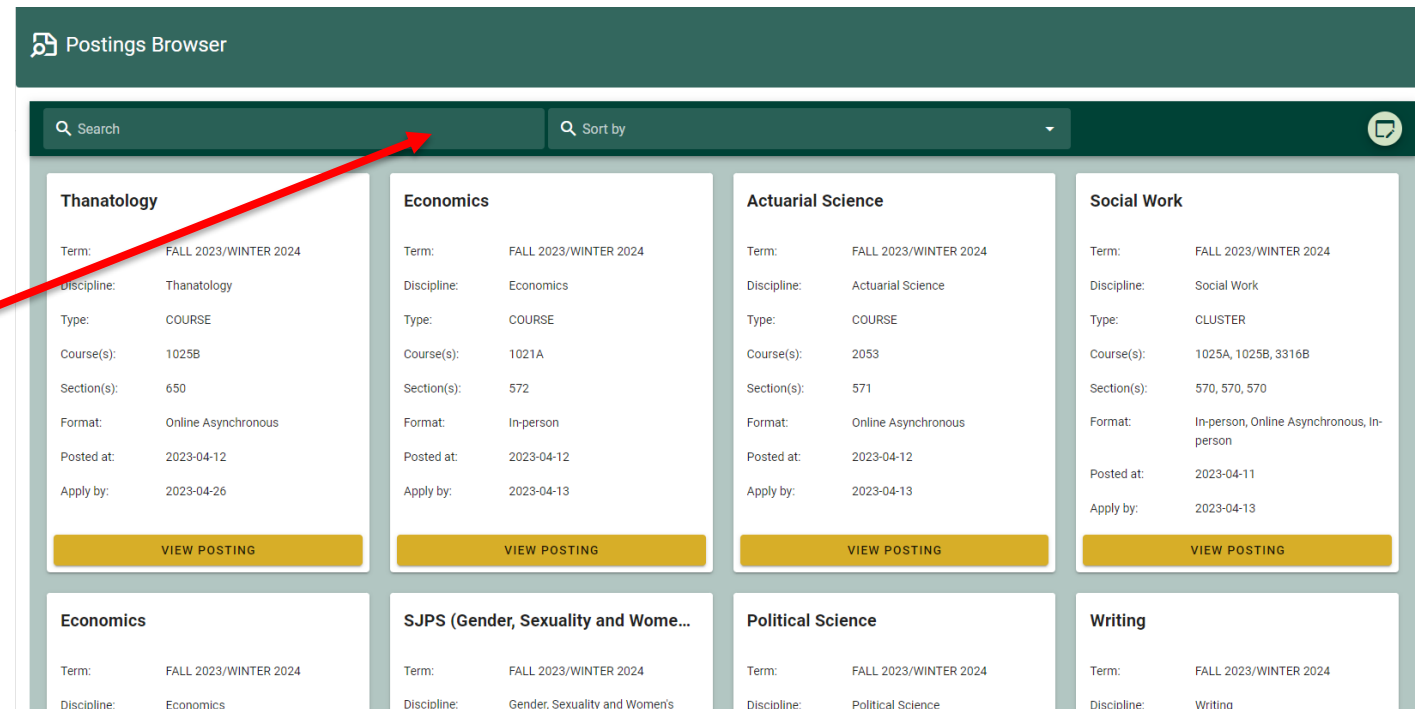
1. Browse Postings

- All current postings will be listed here in order of posting date(s)
- You can search using the search functions ie. search by discipline, course number etc.

2. View Postings

- To view the full posting, click on "View Posting"

- The full posting will open to view.

3. Add Posting(s) to Cart

- Click "Add to Cart" located at the bottom of the posting
- Exit out of current posting and repeat for any additional postings that you would like to add to your cart

Applying at King's

Consideration of applicants will include an assessment of qualifications, teaching competence, capability, skills and ability, and prior relevant experience as well as seniority in cases where applicants are considered relatively equal. Applicants should have fluent written and oral communication skills in English.

Candidates must apply by submitting their application and supporting documentation using the **Part-Time Teaching Application Form** found at this link: https://mykings.ca/cupe-app/

Please note that Departments/Schools reserve the right to review and modify all course syllabi to ensure alignment with course and program learning outcomes, as necessary, to ensure continuity across course sections and academic years, and in order to maintain the integrity of the academic program as a whole.

Please be advised that course section caps may be exceeded from time to time. The College will endeavor to keep increases beyond the cap to a minimum so as not to compromise the pedagogical mode of delivery of the course.

All positions are subject to budgetary approval.

The College is committed to advancing the Catholic intellectual tradition and welcomes faculty, staff, and students from all faiths and backgrounds.

King's University College is committed to Employment Equity and welcomes applications from qualified individuals, including persons of all genders and sexual orientations, persons with disabilities, Indigenous persons, and racialized people.

King's University College is committed to recognizing the dignity and independence of all and seeks to ensure that persons with disabilities have genuine, open and unhindered access to the College's employement opportunities. If you require an accommodation during the recruitment process, please contact Human Resources at HR@kings.uwo.ca or 519-433-3491 for assistance.

All qualified candidates are encourages to apply, however, Canadian citizens and permanent residents will be given priority.

ADD TO CART

Quick Review- Your Cart Items

- Once you have added postings to your cart, they will be visible on the Home Page under "Your Cart Items"
- This will list all courses that you have added to you cart but have not yet submitted an application
- **Note:** Items in your cart are those that you have not yet submitted an application for. You must return to Browse Postings to apply

4. Complete Your Application

- Once you have added the postings to you cart, click on the cart button in the bottom right of screen to apply

- A new window will open to display posting in your cart. Click "Apply" to complete application

- **Note:** You can delete any postings from your cart that you do not want to apply for

4. Complete Your Application

- Once you click "Apply" the application form will open

- Complete the application form

- Once all required fields have been completed, complete the "Application Confirmation" and click "Submit

4. Complete Your Application

- Once you have submitted your application, you will receive a confirmation email to the preferred email address listed in your profile.

- **Note**: if you do not receive the email, check your junk folder

Hello HR Test,

Thank you for your interest in a part time instructor position at King's University College! This email will confirm that we have received your application for the following course(s):

Sociology
Psychology 2840F - 570 - FALL2023/WINTER2024 Psychology 2840F - 572

 Please review your selections to confirm they are correct. If there are errors in your selections, please contact HR at HR@kings.uwo.ca for assistance.

Your interest in this opportunity is appreciated. Only those applicants selected to move forward in the recruitment process will be contacted.
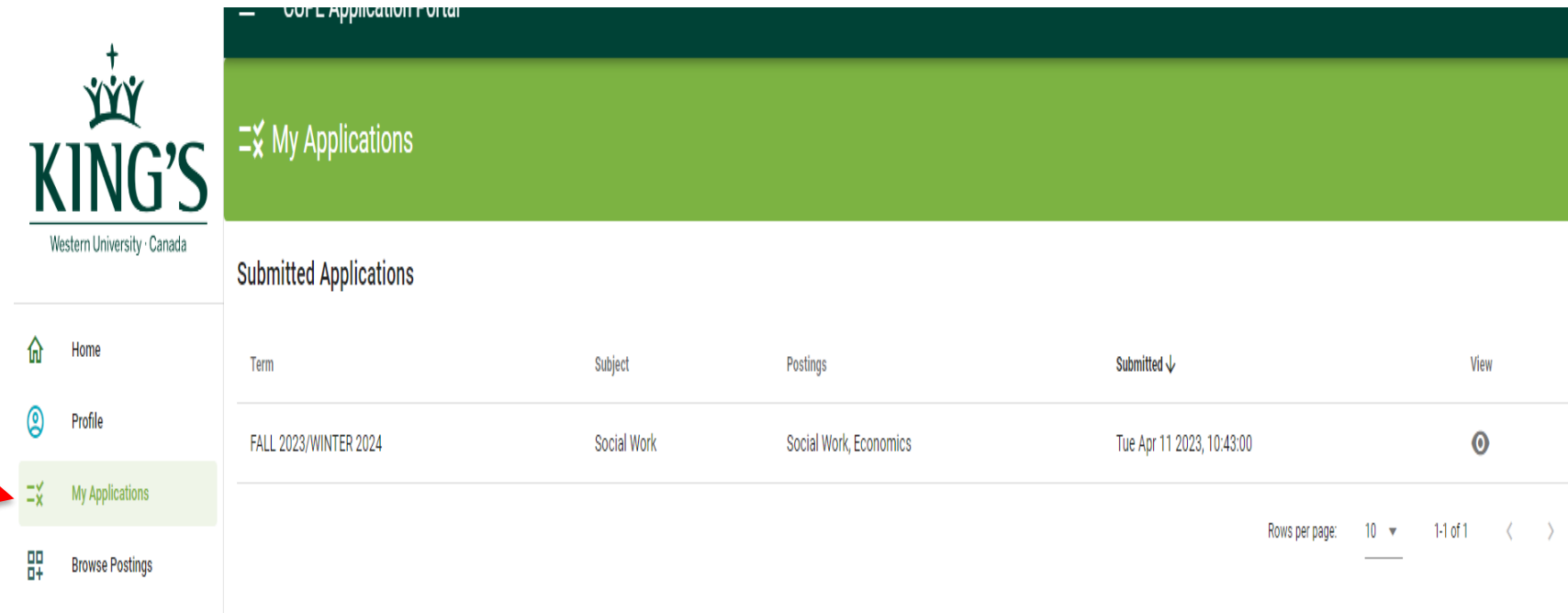
Thank you again for taking the time to apply. If you have any questions with regards to your application, please contact HR@kings.uwo.ca.

Best regards,
Human Resources, King's University College

KING'S
Western University · Canada

Quick View - Submitted Applications

- To review all application that have been submitted, click on "My Applications"

! Important Information Regarding Disciplines

- You can only add items to your cart that are **within the same discipline**.

- Once you have filled you cart with the courses you wish to apply for within the same discipline, you can then complete your application and apply.

- Once you have applied and your cart is empty, you can then select courses from another discipline and repeat the same process.

- **An application form will need to be completed for each discipline you are applying for.**

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QUESTIONS?

Please contact HR@kings.uwo.ca if you have any questions or run into any issues with the system.