How to Apply for an Appointment to the
Lawrence S. Bloomberg Faculty of Nursing

This guide is intended to assist appointees with the process of applying for an appointment to the
Lawrence S. Bloomberg Faculty of Nursing using the Laserfiche system.

Supported browsers for the Laserfiche system are Chrome, Bing, and Internet Explorer.

Step-by-step instructions are provided starting on the next page. If you have any questions, you can contact us at appointments.nursing@utoronto.ca. We are in the office between the hours of 9 am to 5 pm Monday to Friday, excluding holidays. We aim to respond to your request within 1-3 business days.

Please have your letter of intent and CV ready.

If you are unable to complete your application, you can “Save as Draft” which will email a link to complete your application.

After submission, your application cannot be changed.

Note: You will not be able to submit your application until all tabs have been completed.
Step 1: Either from the email from your organization or directly from this guide, go to: https://portal.laserfiche.ca/y5384/forms/AppointmentApplication

Step 2: Select “New” and complete the first page. When you apply through the Laserfiche form you will receive a personal reference number that will follow you through subsequent applications.
Step 3: Click on individual, numbered tabs to complete sections.

Appointment Application

Education

Highest Degree Obtained:

Step 4: Select your employer and CNE. If you do not see your organization listed, please email appointments.nursing@utoronto.ca Referee information will auto populate after employer is selected.

Appointment Application

Professional Registration Information

Applicable:
[ ] Yes  [ ] No

Name of College:

College Registration Number: *  Registration Class: *

Healthcare Employment

If you can’t find your employer in the list below, select ‘Other’ and add your employer details

Employer:

Job Title: *  Telephone: ( )  ext.

Primary Area of Nursing Practice:  Primary Area of Clinical Specialization:
Step 5: Type or copy + paste your Letter of Intent into the text box and upload your CV.

Note: Your application cannot be changed after submission.
Step 6: Complete the Appointment Questionnaire by selecting those activities that would be of interest to you.

Appointment Application

7. Appointment Questionnaire

The following is a list of activities that are available to Adjunct Faculty members. Please indicate those that would be of interest to you.

Appointment Questionnaire

Undergraduate Program
- Clinical Instructor for an undergraduate clinical course
- Group Facilitator for simulation laboratory activities
- Preceptor for an undergraduate student
- Guest Lecturer in an undergraduate class or seminar
- Instructor for an undergraduate course
- Other (please specify): 

Graduate Program
- Preceptor for a graduate student
- NP Advisor for a NP student
- Group Facilitator, Instructor and/or OSCE Examiner for simulation laboratory activities
- Participate in course development/curriculum review
- Guest lecturer in a class or seminar
- Instructor for a graduate course
- Other (please specify):

Centre for Professional Development
- Participate in course development
- Instructor for a Professional Development course

Other
- Member of a Faculty of Nursing Committee

Submit  Save as Draft
**Step 7:** Once the form is complete, click “Submit” on any page to submit your application. To review or modify your information prior to submitting, click on the applicable tab.

Incomplete sections will be indicated with 🔉

After submission please check your email or spam folder for confirmation of submission.

*Your application cannot be changed after submission.*