

## **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](mailto: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.



# Appointment Application

- 1. Personal Information**
- 2. Education
- 3. Professional Registration Information
- 4. Healthcare Employment
- 5. Referee Information
- 6. Document Submission
- 7. Appointment Questionnaire

Please have your letter of intent and curriculum vitae ready before completing this form.

To complete the application, please click on the numbered tabs above.

To review or modify your information prior to submitting, click on the applicable tab.

You can only submit your application once all tabs are complete.

**Is this a New or Renewal Application? \***

New  Renewal

## Personal Information

Title:

First Name: \*

Last Name: \*

Work Email: \*

Alternate Email: \*

## Mailing Address

Street Address \*

Address Line 2


City \*

State/Province/Region \*

Postal/Zip Code (?) \*

Country \*

**Step 3:** Click on individual, numbered tabs to complete sections.


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**Education**

Highest Degree Obtained:

 **Appointment Application**

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**Professional Registration Information**


Applicable:

Yes  No

Name of College: \*

College Registration Number: \*  Registration Class: \*

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

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**Healthcare Employment**

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

Employer: \*

Job Title: \*  Telephone: (?) \*  ext.

Primary Area of Nursing Practice:  Primary Area of Clinical Specialization:



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## Referee Information

Referee Email: \*

The Referee must be your Chief Nursing Executive (CNE) at the organization where you are employed. If a CNE position does not exist at the organization where you are employed, the referee must hold an equivalent position to a CNE.

Use a different Referee? \*

Yes  No

**Step 5:** Type or copy + paste your Letter of Intent into the text box and upload your CV.



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## Document Submission

Please submit a Letter of Intent: \*

Please upload your CV: \*

Drag and drop up to 1 files here to upload or

[Choose files](#)

**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.



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**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

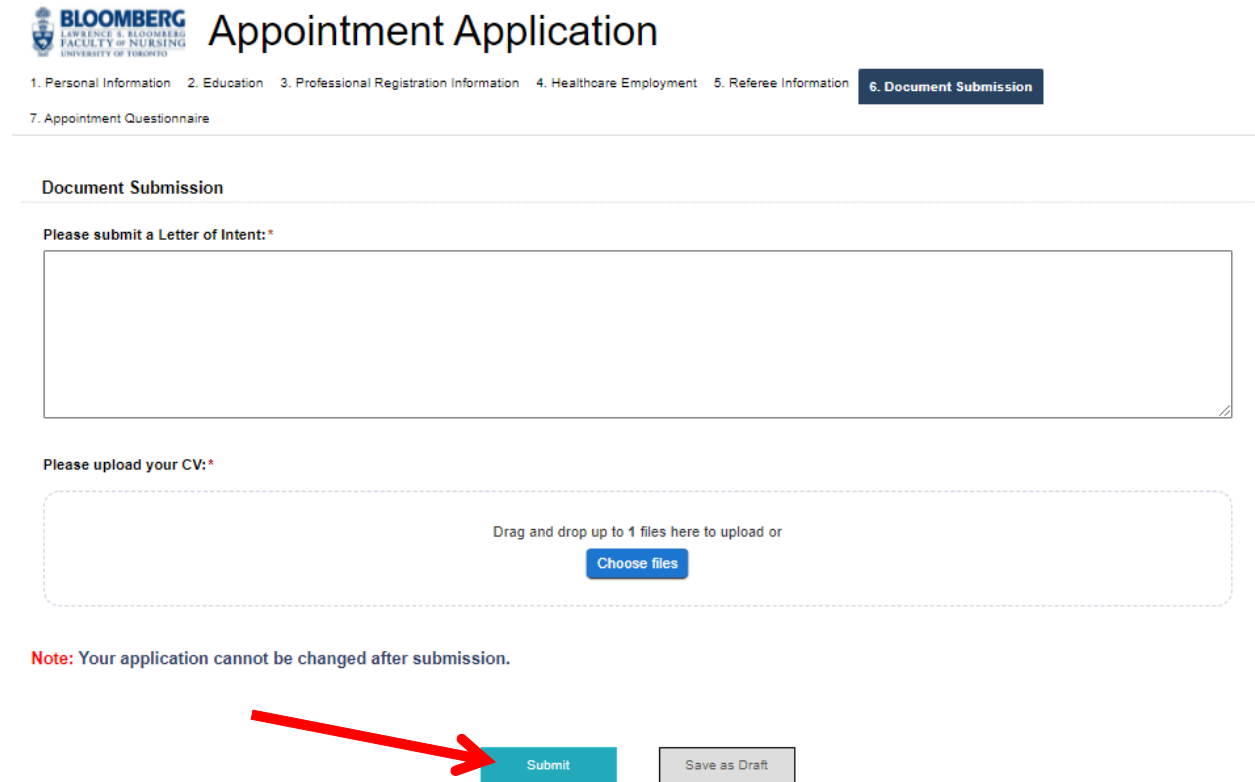
Submit

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.



**BLOOMBERG**  
LAWRENCE S. BLOOMBERG  
FACULTY OF NURSING  
UNIVERSITY OF TORONTO

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### Document Submission


Please submit a Letter of Intent:\*

Please upload your CV:\*

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[Choose files](#)

**Note:** Your application cannot be changed after submission.

 [Submit](#) [Save as Draft](#)

**\*Your application cannot be changed after submission.\***