

How to Apply

Published on Human Resources (<https://www.uoguelph.ca/hr>)

How to Apply

General

At the University of Guelph, fostering a [culture of inclusion](#) [1] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

The University of Guelph accepts applications by email to careers@uoguelph.ca [2]. To ensure your application is received efficiently and accurately, please follow the instructions below.

The Attachment

a) Attach your complete application (cover letter and resume/C.V.) to your email as **one file**.

PDF files are preferred, but Microsoft Word and Rich Text Formatted (RTF) documents are also accepted. Applicants who submit documents in alternate formats may be asked to resubmit. TIP: Please do not send documents in a compressed (zipped) folder or by providing a hyperlink to download your documents stored on a cloud server.

b) Name your document using the following format: **Hiring #-Last Name,First Name**. For example, if your name is Jamie Smith and you are applying for a position with hiring number 2016-0061, the file should be named: 2016-0061-Smith,Jamie.

The Subject Line

Include the hiring number and position title in the subject field of your email. For example, **2016-0061 Project Manager, Animal Health Strategic Investment**.

Notice to Current Employees

Please clearly indicate your employment with the University of Guelph by **including your employee/student ID number** with your contact information at the top of your resume/C.V and/or cover letter.

Permanent regular full-time University of Guelph employees who are interested in applying for a temporary full-time (secondment) opportunity must request permission from their current manager/supervisor for a leave of absence from their current position in advance of submitting their application. NOTE: Regular full-time employees covered by a collective agreement are encouraged to refer to their collective agreement in advance of submitting an application for a secondment opportunity.

Source URL:<https://www.uoguelph.ca/hr/careers-guelph/how-apply>

Links

[1] <https://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/Inclusion%20Framework%20Endorsed%20April%202017.pdf> [2] <mailto:careers@uoguelph.ca>

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