

CLINICAL FULL TIME (MD)

Application Checklist

This document is for site/program administrator use only. Not for submission.

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name:** | | | |
| The following documents are required**:** | | | |
|  | **CHECKLIST** | |  |
| 1 | **Online Application form (with documents attached)** | | 🞏 |
| 2 | **Letter(s) of Support**:  From the Family Physician-In-Chief or approved DFCM Program Director. For EM applicants, there should be an additional letter of support from the EM Division Chief. Please reference the Letter of Support Template. | | 🞏 |
| 3 | **CV** | | 🞏 |
| 4 | **Certificate of Professional Conduct (photocopy acceptable)** | | 🞏 |
| 5 | **Position Description**  \*Kindly use the appropriate form for adjunct, part time, or full time applicants | | 🞏 |
| 6 | **2-3 INTERNAL Letters of Reference**  \*To be solicited by administrator/Chief. Please consult our template.  \*Please be advised that the letter of support from your site/program/division Chief may count as an internal letter. | | 🞏 |
| 7 | **2-3 EXTERNAL Letters of Reference**  \*To be solicited by administrator/Chief. Please consult our template. | | 🞏 |
| 8 | **Professional Development Plan** | | 🞏 |
| 9 | **Profile Form** | | 🞏 |
|  | | | |
| **Combine the items above into 2 separate PDF documents**  using the following naming conventions: | | | |
| **1. “Last\_First\_FTE\_MonthYear.pdf”**  **Ie. “Smith\_John\_FullTime\_Sept2016”**  *Including (in order):*   1. Letter(s) of Support 2. CV 3. Certificate of Professional Conduct (CPC) 4. Job Description 5. Letters of Reference: Internal and External | | **2. “Last\_First\_PDP\_Profile.pdf”**  **Ie. “Smith\_John\_PDP\_Profile”**  *Including (in order):*   1. Professional Development Plan 2. Profile Form | |
| **Submit the complete application package online, with (2) PDF forms attached:**  https://documents.med.utoronto.ca/webforms/clinical | | | |
| Questions? Email Holly Downey:dfcm.facultyappt@utoronto.caor byphone: 416-978-7550 | | | |

Edited: October 2020