**APPENDIX ONE –** Draft email from Head of School to potential new Casual (hourly paid) Teaching Assistants

**PERSONAL**

Dear *<insert name>*

**RE: Faculty Register of Casual (hourly paid) Teaching Assistants**

I wish to advise you that the Faculty of *<insert Faculty name here>* holds a register of individuals deemed suitable to undertake Casual (hourly paid) Teaching Assistant engagements. We wish to increase the number of individuals on the register and would welcome an application from you.

To apply for inclusion on the register you should complete the attached application form. The application form includes both essential and desirable criteria. It is important that you fully complete the application form. Your application will be assessed by both the School and the Faculty and you will be notified of the outcome of your application by our Human Resources Department.

Completed applications should be returned to me at *<insert Head of School email address here>* as soon as possible.

I would wish to note that inclusion on the register does not obligate the University to offer teaching engagements to you.