**Toronto District School Board**

**Selection, Promotion and Placement Process for School Principals**

**Notice of Intent to Apply**

**Submission of this form is required in order to proceed in the process.**

The purpose of the form is to give formal notice to your Superintendent of your potential interest in a Principal position. Potential internal applicants should be reflecting upon the interactive dialogue that has been part of their career conversations with their Superintendent earlier in the year as well as subsequent discussions through school visits. This process allows for ongoing discussions between applicants while connecting the work they are doing in schools to their career aspirations. Superintendents will invite potential applicants from their Learning Network or central department to a meeting to review the Leadership Practices Tool in conjunction with the Ontario Leadership Framework and the TDSB Equity Leadership Competencies.

External applicants will be assigned a TDSB Superintendent to represent them through the process.

# ⃞ Please check this box if you are an external applicant

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | |  | **TDSB Employee #:** | | |  |
|  |  | | | | |  |  | | |  |
| **Email Address:** | |  | | | | | | | | |
|  | |  | | | | | |  |  |  |
| **Business Phone:** | | |  |  | **Alt Phone:** | | |  | | |

# Position Being Applied For: (Check box)

□ Elementary Principal □ Secondary Principal

**Internal Applicants** – please provide the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current School/Department:** |  | | | |
|  |  |  |  |  |
| **Current Superintendent:** |  | | | |

**External Applicants** – please provide the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current School/Employer:** |  | | | | |
|  |  | |  |  |  |
| **Current Superintendent:** |  | | | | |
|  |  | | | | |
| **Contact Information (phone & email):** | |  | | | |

**All Applicants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I have consulted with my  current Principal:** |  |  | **Date:** |  |
|  | Signature of Principal |  |  |  |
| **I have consulted with my current Superintendent:** |  |  | **Date:** |  |
|  | Signature of Superintendent |  |  |  |

**Please send the completed form signed by your Superintendent and Principal to:**

* Your Superintendent/immediate supervisor
* Employee Services, Attention: Elizabeth Chalmers

1. a scanned copy by email to [PVP\_Process@tdsb.on.ca](mailto:PVP_Process@tdsb.on.ca); OR
2. by fax to 416-397-3484; OR
3. hard copy to 5050 Yonge Street, 2nd Floor

**An electronic copy of this form can be accessed through TDSB websites:**

tdsbweb → Employee Services → Job Postings → Principal/Vice Principal

[www.tdsb.on.ca](http://www.tdsb.on.ca) → Employment → Principal/Vice Principal Positions