

Application Form for Principal Applicants

Applicant Name: _____

☐ Please check this box if you are an external applicant. Applicants currently employed by TDSB in a capacity other than as a permanent teacher or vice-principal (for example, occasional teachers) must make their application as an external applicant.

TDSB Employee Number: _____ **OCT Registration Number:** _____

Address: _____

City/Province/Country: _____ **Postal Code:** _____

Home Phone No. () _____ **E-mail Address:** _____

School/Department: _____ **Phone No:** _____

Current Principal: _____

Current Superintendent: _____

Current Learning Centre/Family of Schools (e.g., 1/01): _____

Position Being Applied For:

☐ Elementary Principal

☐ Secondary Principal

If you have not yet completed Part 2 and practicum of the Principals' Qualifications, please indicate the expected completion date:

Expected Completion Part 2 and practicum: _____

(Please note that candidates must be enrolled in Part 2 prior to applying for the promotion process and must have completed Part 2 and the Practicum in order to be placed on the promotion list)

Have you previously applied or participated in this selection process?

☐ Yes ☐ No

If yes, please specify the position and date: _____

Do you require a physical accommodation during this process? ☐ Yes ☐ No

If you respond Yes, please contact People and Culture.

The application package consists of the following items:

- Application and Referee Form
- Résumé Template (separate document)
- Voluntary Self-Identification survey (optional)
- Copy of your College of Teachers' Certificate of Qualifications (separate document)
- Proof of completion of Special Education Qualification (if not listed on OCT)
- Copy of your most recent TPA (for VP candidates) or PPA (for Principal candidates) (separate document)
- Copy of Compliance Training Certificate – proof of completion form (separate document)

*Please save your file as an **attachment in MS Word or PDF (No Google Docs)**.

The complete application package must be sent electronically to PVP_Process@tdsb.on.ca with a copy to your Superintendent of Education and Principal.

This application package must be received by all of the above by 12 Noon, Friday, September 25, 2026.

Referee Form for Principal and Vice-Principal Applicants

Please complete this form and include as part of your application package.

Applicant Name: _____

☐ Please check this box if you are an external applicant (please see last page for further instructions)

School/Location: _____

Position Being Applied For:

☐ Elementary Principal

☐ Secondary Principal

Referees

1. a) Current Principal/immediate supervisor:

Name: _____

Telephone Number: _____

Email: _____

b) Applicants may also list a recent Principal/immediate supervisor within the last school year as an additional referee **only if the applicant has worked with the current Principal/immediate supervisor for less than one school year.** In such cases, the referees will work together to make a recommendation.

Name: _____

Telephone Number: _____

Email: _____

Last school year you worked with this referee: _____

2. a) Current Supervisory Officer:

Name: _____

Telephone Number: _____

Email: _____

b) Applicants may also list a recent supervisory officer within the last school year as an additional referee **only if the applicant has worked with the current Supervisory Officer for less than one school year.** In such cases the referees will work together to make a recommendation.

Name: _____

Telephone Number: _____

Email: _____

Last school year you worked with this referee: _____

3. Community or professional reference who can speak to the demonstration of the candidate's leadership competencies is also included.

Name: _____

Telephone Number: _____

Email: _____

Capacity in which they have worked with the candidate: _____

For Applicants External to TDSB only:

External applicants must additionally submit a one-page written reference statement that is signed by the current Principal/immediate supervisor/Supervisory Officer, this individual would have signed the applicants submitted Notice of Intent to Apply form. Applicants currently employed by TDSB in a capacity other than as a permanent teacher or vice-principal (for example, occasional teachers) must make their application as an external applicant.

In the written reference statement, referees are asked to comment on the applicants' leadership qualities and skills based on the five Core Leadership Capacities identified in the Ontario Leadership Framework, School Level Leadership, as well as the Personal Leadership Resources (Cognitive, Psychological, Social):

- Setting Directions
- Building Relationships and Developing People
- Developing the Organization to Support Desired Practices
- Improving the Instructional Program
- Securing Accountability

If applying for a Principal position, the written reference statement will confirm the applicant has attained at least two years' experience as vice-principal or equivalent.