

**Toronto District School Board**  
**Selection, Promotion and Placement Process for School Vice-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 advance notice to your Principal and your Superintendent of your potential interest in a school administrative position. 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. 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: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Position Being Applied For: (Check one)**

Elementary Vice-Principal

Secondary Vice-Principal

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

Current School/Department: \_\_\_\_\_

Current Principal: \_\_\_\_\_

**I have consulted with my current Principal:** \_\_\_\_\_

Signature of Principal

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

Current School/Employer: \_\_\_\_\_

Current Principal: \_\_\_\_\_

**I have consulted with my current Principal:** \_\_\_\_\_

Signature of Principal

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

- Your Superintendent with a copy to your Principal/immediate supervisor
- Employee Services, Attention: PVP Process
  - 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, 2<sup>nd</sup> Floor

**This form must be received by all of the above by 12 Noon, Friday November 18th, 2022.**

**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