**Application Form for Principal Applicants**

# Applicant Name:

# ⃞ Please check this box if you are 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 1 or Part 2 of the Principals’ Qualifications, please indicate the expected completion date:

# Part 1: Part 2:

**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 Form
* Résumé Template (separate document)
* Copy of your College of Teachers’ Certificate of Qualifications (separate document)
* Referee Form
* Equity Survey (optional)

\*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](mailto:PVP_Process@tdsb.on.ca) with a copy to your Superintendent of Education and Principal.

** Referee Form for 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 page 2 for further instructions)

# School/Location:

# Position Being Applied For:

⃞ Elementary Principal ⃞ Secondary Principal

**Referees**

1. a) Current Principal/immediate supervisor:

Name:

Telephone Number:

1. Applicants may also list a recent Principal/immediate supervisor 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:

# Last school year you worked with this referee:

2. a) Current Supervisory Officer:

Name:

Telephone Number:

1. Applicants may also list a recent supervisory officer 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:

# Last school year you worked with this referee:

**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.

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.