**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: Elizabeth Chalmers
1. a scanned copy by email to PVP\_Process@tdsb.on.ca; OR
2. by fax to 416-397-3484; OR
3. hard copy to 5050 Yonge Street, 2nd Floor

**This form must be received by all of the above by 12 Noon, Friday, November 15, 2019.**

**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