

# CPO APPLICATION FORM

## December 2018

Program's Office

John H. Daniels Faculty of Architecture, Landscape, and Design, University of Toronto

**PLEASE NOTE:**

- 1) **Successful applicants must be available to attend a mandatory paid CPO training session on prior to the exam start time.**
- 2) **Applicants are expected to be available for the entirety of the examination time.**
- 3) **While all applications for the Chief Presiding Officer position are appreciated, only those candidates selected for an interview will be contacted.**

**Thank you.**

Your Name (please print): \_\_\_\_\_

Complete Address (incl. postal code): \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Student Number: \_\_\_\_\_ U of T Personnel Number: \_\_\_\_\_

Are you presently enrolled in the School of Graduate Studies? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally entitled to work in Canada? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available for the entire examination period? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, what dates are you not available? Please consider any Faculty final examinations for which you have commitments (i.e. TA marking, own exams etc.).

\_\_\_\_\_

Are you currently a TA for any Daniels courses? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list: \_\_\_\_\_

Do you have previous experience running undergraduate tests/exams? If yes, please list: \_\_\_\_\_

\_\_\_\_\_

WILL YOU BE AVAILABLE (i.e. in Toronto) during the TERM IMMEDIATELY FOLLOWING the exam period, should you be needed for any meetings concerning exam incidents? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer was "NO", please indicate the dates you will be unavailable:

Departing from Toronto (date): \_\_\_\_\_ Returning to Toronto (date): \_\_\_\_\_

Reference (U of T faculty member): If you have worked as a Chief Presiding Officer for this office within the past year and are re-applying, you do not have to provide a reference.

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Title/Department \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_