

CPO APPLICATION FORM

December 2019

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 _____