

**HEAD CARETAKER PRE-QUALIFYING TEST
REGISTRATION FORM**

PRE-QUALIFYING TEST SESSION: FRIDAY, NOVEMBER 13, 2009

**LOCATION: St. Gabriel Catholic Elementary School
396 Spring Garden Avenue, Toronto, ON**

TIME: 1:00 p.m.

Employee's interested in pre-qualifying for Head Caretaker postings **must complete the pre-qualifying test(s). NO EXCEPTIONS WILL BE MADE.**

Please review the pre-qualifying process outlined on the back of the accompanying memo and registration form to ensure you are familiar with the details regarding the pre-qualifying process.

PLEASE PRINT:

Employee Name: _____

Current Position: _____

Current Work Location: _____

Seniority Date: _____

I am registering to write the following test(s) **(NOTE: if you are an Assistant Caretaker you must write both the General Head Caretaker test and the Head Caretaker Mechanical test. If you have a completed BESII certificate, you may also register to write the Head Caretaker BESII tests):**

- General Head Caretaker test (if registering for this test, a copy of completion of Seneca College 701 Heating course, or the Building Operators course, must be attached to the registration form)
- Head Caretaker Mechanical test (if registering for this test, a copy of completion of Seneca College 701 Heating course, or the Building Operators course, must be attached to the registration form)
- General Head Caretaker BESII test (if registering for this test a copy of your BESII certificate must be attached to the registration form.)
- Head Caretaker BESII Mechanical test (if registering for this test, a copy of your BESII certificate must be attached to the registration form.)

Completed registration forms must be returned to the Human Resources Department, attention Linda Moynagh, Supervisor, Support Staff, no later than Friday, November 6, 2009.

PLEASE NOTE: Only employees who have successfully pre-qualified for a position of Head Caretaker may bid, and be considered, for any future Head Caretaker positions. It is, therefore, important that employees who meet the pre-requisites for a Head Caretaker position register for the pre-qualifying tests.

PLEASE NOTE: The minimum basic requirement for an employee to be eligible to bid on a Head Caretaker position is a minimum of three years Caretaking experience with the Board.

Employee Signature

Date