

INTENT TO APPLY FOR UPCOMING CAO VACANCY

To fulfill an upcoming planned retirement, the Township of Southgate will be posting for the Chief Administration Officer (CAO) position in the future.

Council request internal staff that are interested in applying for the position, to submit an Intent to Apply by **Monday, September 27th, 2021 at 2pm.** This exercise will allow for Council to determine if there is internal interest in the position and can ensure that is taken into consideration during the hiring process (this should be no more than 500 words long).

To submit your Intent to Apply, write a letter to Council with your resume to show your interest and explain why you feel you are a strong candidate. Please email information to the attention of Mayor John Woodbury jwoodbury@southgate.ca

NOTE: Your submission and interest will be kept confidential and will only be shared in a closed session with Council, the CAO and Human Resources Coordinator.