The Employment Opportunities System (EOS), is Toronto Employment & Social Services (TESS) automated recruitment service connecting Toronto residents to employment opportunities.

EOS allows job seekers to search for jobs available in the community and for opportunities open to Ontario Works (OW) and Ontario Disability Support Program (ODSP) recipients.

Questions or concerns about an application please email employmenthotline@toronto.ca or call (416) 397-JOBS.

Creating a Candidate Profile

Open preferred browser (e.g., Firefox, Chrome, etc.). Enter **toronto.ca/eos**

'Jobs in the Community' page opens.

Select 'Accept' or 'Close' the **Cookie Notification**.

Note: If accepted, a 'cookie' is placed on a user's device that recognizes and remembers browsing activity. Information (e.g. name, address, etc.) is saved for easier access.

To create a Candidate Profile, either select the **'View Profile'** hyperlink or scroll to the **'Connect with Us'** section, and select the **'Create Profile'** button.

Note: Job Seekers can create a Candidate Profile on either **'Jobs in the Community'** or **'Ontario Works'** page.

By continuing to use and navigate this website, you are agreeing to the use of cookies.   Close

Accept

TORONTO

Jobs in the Community   Ontario Works   Jobs By Location   Initiatives   Need Help?   View Profile

Jobs in the Community

The Employment Opportunities System (EOS) provides jobs open to all Toronto residents. Jobs are also available through initiatives that help connect job seekers and employers. Read about Initiatives.

Search by Keyword

[   ]   Search All Jobs

More Options

Connect with Us

If there are currently no positions to which you would like to apply, complete the registration process and upload your resume and cover letter by creating a profile below. Already Registered? View Profile

Email Address

[   ]

Create Profile

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Career Opportunities: Sign In

💡 If **'View Profile'** is selected, click on the **'Create an account,'** hyperlink on the 'Career Opportunities: Sign In' page.

Have an account?
Please enter your login information below. Both your username and password are case sensitive.

*Email Address:

*Password:

Sign In   Forgot your password?

Not a registered user yet?
Create an account to apply for our career opportunities.

The '**Career Opportunities: Create an Account**' page opens.

Enter an Email Address, Retype Email Address, Choose Password and Retype Password, enter 'First Name,' 'Last Name.'

Note: For job seekers with a legal **'Single Name,'** enter a hyphen (-) in the 'First Name' field and enter the legal single name, in the 'Last Name' field.

Select 'Country of Residence' from the picklist.

💡 It is recommended to keep the checkmarks to receive information on available opportunities.

In the 'Terms of Use' section, select the '*Read and accept the data privacy statement*.'

Note: job seekers must select 'Accept' to create a Candidate Profile.

To complete registration, select the '**Create Account'** button.

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Career Opportunities: Create an Account

Already a registered user? Please sign in Login credentials are case sensitive. If you have a legal Single Name, place your Single Name in the Last Name field, with an hyphen (-) in the First Name field to satisfy mandatory field requirements.

*Email Address:

* Retype Email Address:

*Choose Password:

*Retype Password:

*First Name:

*Last Name:

*Country of Residence - Select -

Notification: ☑ Receive new job posting notifications

☑ Hear more about career opportunities
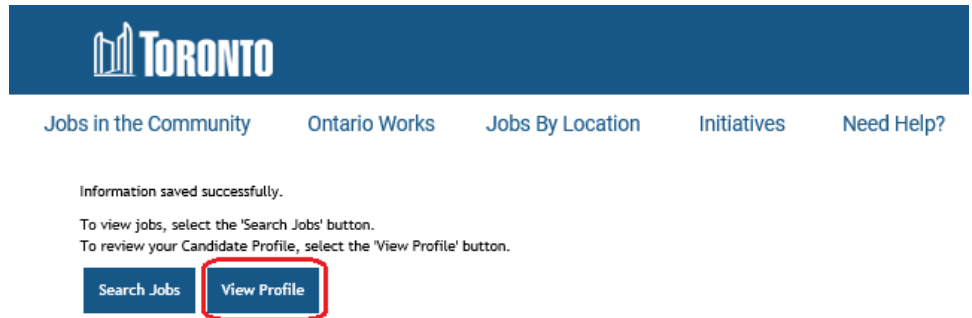
*Terms of Use Read and accept the data privacy statement.

Create Account

Privacy Policy | EOS Privacy Policy | Jobs at the City | For Employers | Ontario Works Assistance
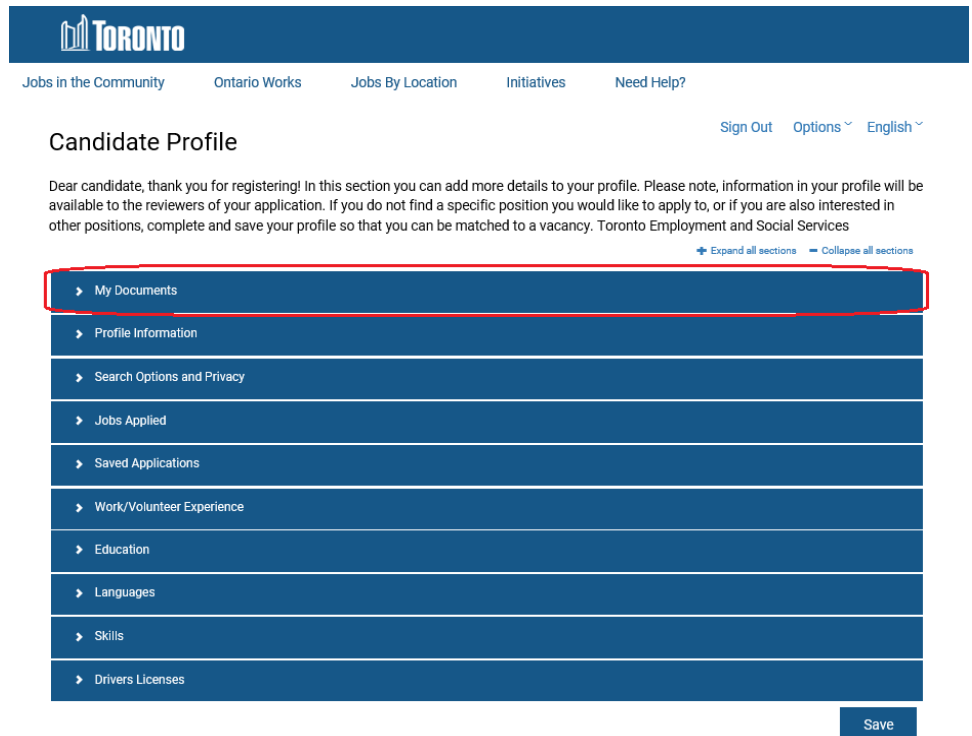
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To add resume and details to the Candidate Profile, select the **'View Profile'** button.

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Information saved successfully.

To view jobs, select the 'Search Jobs' button.
To review your Candidate Profile, select the 'View Profile' button.

Search Jobs   View Profile

The **'Candidate Profile'** page opens.

To add a resume, select the **'My Documents'** section.

Note: only **one** resume and **one** cover letter can be added to the 'Candidate Profile'.

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Sign Out   Options ⌄   English ⌄

Candidate Profile

Dear candidate, thank you for registering! In this section you can add more details to your profile. Please note, information in your profile will be available to the reviewers of your application. If you do not find a specific position you would like to apply to, or if you are also interested in other positions, complete and save your profile so that you can be matched to a vacancy. Toronto Employment and Social Services

➕ Expand all sections   ➖ Collapse all sections

› My Documents

› Profile Information

› Search Options and Privacy

› Jobs Applied

› Saved Applications

› Work/Volunteer Experience

› Education
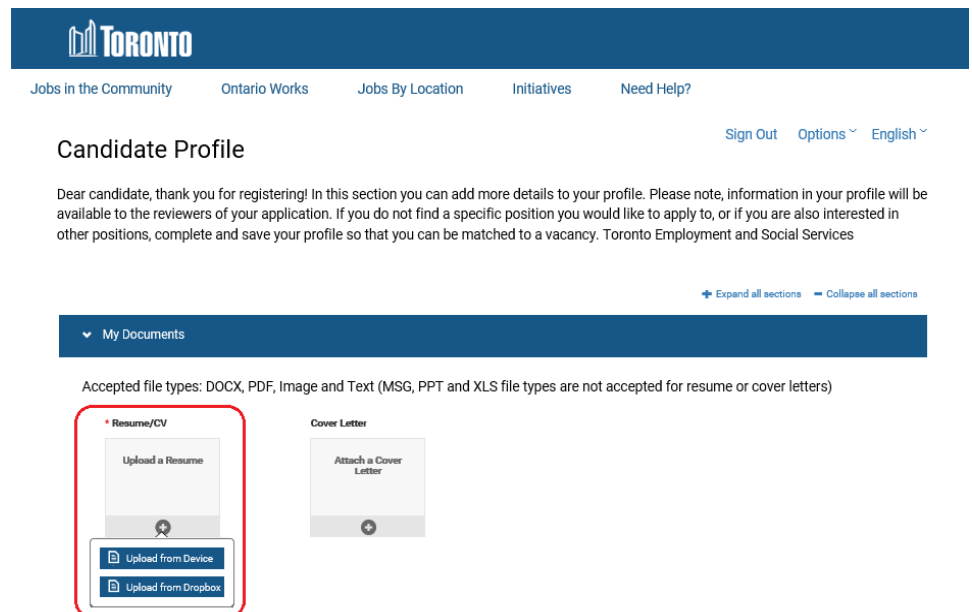
› Languages

› Skills

› Drivers Licenses

Save

In the **'*Resume/CV'** tile, select the '+' to upload a resume from a device or Dropbox.

Follow the same steps to add a cover letter in the 'Cover Letter' tile.

Note: Resumes are mandatory to create a Candidate Profile and to apply for jobs. Cover Letters are not.

💡 The following resume file types are accepted: DOCX, PDF, Image, and Text.

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Jobs in the Community   Ontario Works   Jobs By Location   Initiatives   Need Help?

Sign Out   Options ⌄   English ⌄

Candidate Profile

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➕ Expand all sections   ➖ Collapse all sections

⌄ My Documents

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

* Resume/CV

Upload a Resume

🚫

📄 Upload from Device
📄 Upload from Dropbox

Cover Letter

Attach a Cover Letter

➕

Note:

- Once the initial resume is uploaded to the Candidate Profile, details such as **'Work/Volunteer Experience'** and **'Education'** will automatically be filled in (parsed).
- All information in the Candidate Profile must be reviewed as some information may not parse correctly (e.g. start/end dates of jobs).
- No information will be parsed if an image (e.g. JPEG, GIF, etc.) is uploaded as a resume.
- Parsing occurs on the first upload of your resume when creating a profile. **Review and revise your profile as required.**

In the **'Profile Information'** section, review and enter information, (e.g., address, primary phone, etc.).

Note: For legal **'Single Name'** job seekers (e.g. on government-issued documents such as registered Birth Certificate or Change of Name Certificate), select 'Yes,' in the drop-down picklist, and enter the single name in the 'Single Name' field. Select 'No' if this does not apply.

In the **'Search Options and Privacy'** section, it is recommended to keep the checkmark to receive information on available opportunities. The '*Data Privacy Statement'* hyperlink is also available for review.
Note: If 'Revoke' is selected, the profile will be deleted.

In the **'Jobs Applied'** section, application history will display. Job seekers can view submitted resumes, cover letters and applications.

In the **'Saved Applications'** section, draft applications can be saved to apply for a job at a later date.

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In the **'Work/Volunteer Experience'** section, information automatically populates after uploading the initial resume. Review and revise as required.

To add additional work/volunteer experience select '+ Add'.

To remove information, select 'Remove.'

✔ Work/Volunteer Experience		
Company Name Clothing Inc.	**Job Title** Manufacturer's Representative	**From Date** 01/01/2005
End Date MM/DD/YYYY	**Country** Canada	
		🗑 Remove
Company Name LONDON REXAL DRUGS	**Job Title** Supervisor & Inside Sales Manag	**From Date** 01/01/1995
End Date 01/01/2003	**Country** Canada	
		🗑 Remove

⊕ Add

In the **'Education'** section, information automatically populates after uploading the initial resume. Review and revise as required.

To add additional education details select '+ Add'.

To remove information, select 'Remove.'

✔ Education		
School Fanshawe College	**Diploma/Degree/Certification** Administration Diploma	**From Date** 09/06/1998
End Date 04/30/2000		
		🗑 Remove
School Beal High School	**Diploma/Degree/Certification** OSSD	**From Date** 09/06/1993
End Date 04/30/1997		
		🗑 Remove

⊕ Add

In the **'Languages'** section, select a language, enter the speaking, reading and writing proficiency levels.

To add additional languages select '+ Add'.

To remove information, select 'Remove.'

✔ Languages		
Language French	**Speaking Proficiency** Intermediate	**Reading Proficiency** Intermediate
Writing Proficiency Intermediate		
		🗑 Remove

⊕ Add

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In the **'Skills'** section select a 'Job Stream,' select 'Skills,' and select 'Years of Experience.'

To add additional skills select '+ Add'.

To remove information, select 'Remove.'

Skills		
Job Stream	**Skills**	**Years of Experience**
Administrative/Clerical	Customer Service	11+ years
		Remove
Job Stream	**Skills**	**Years of Experience**
Business/Finance	Bank / Account Reconciliatio	5 - 10 years
		Remove

⊕ Add

In the **'Driver's Licenses'** section select 'Licenses.'

To add additional driver's licenses select '+ Add'.

To remove information select 'Remove.'

Drivers Licenses	
Licenses	
G License	
	Remove
Licenses	
Taxi License	
	Remove

⊕ Add

Once all information has been added to the Candidate Profile, select the **'Save'** button.

Upon Candidate Profile creation, a notification will display confirming that the profile was successfully saved.

Note: if any information is missing, a notification will display to update mandatory missing fields.

Update as required and select the **'Save'** button.

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Sign Out   Options ⌄   English ⌄

Candidate Profile

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+ Expand all sections   − Collapse all sections

> My Documents
> Profile Information
> Search Options and Privacy
> Jobs Applied (109) ⚠
> Saved Applications
> Work/Volunteer Experience
> Education
> Languages
> Skills
> Drivers Licenses

Save