

RECRUITMENT GUIDE

2021



Introduction

All dates and requirements are subject to change. Evaluation dates selected by the candidate on a per stage basis are considered final. All candidates must participate in each selection stage.

You will be receiving emails from addresses using the following domains: @toronto.ca; @eventbrite.com; and @checkmarket.com. It is suggested that you favorite these domains and keywords to minimize the likelihood of filtering to your spam or junk folders.

Candidates will receive an email from paramedic.careers@toronto.ca following every *successful* stage. This email will indicate which documentation to submit for the upcoming stage, will provide links to forms if needed, and will provide links for submission of documentation. These emails will also invite you to schedule an appointment for your next testing stage. You are expected to submit the electronic documentation *at least* 24 hours in advance of your chosen evaluation date.

Recruitment Stages

Stage 1 – Virtual written evaluation

Week of January 25th 2021

Digital submission Driver's licence

Digital submission AEMCA, college diploma, or expectation to graduate letter

Stage 2 – Virtual MMI evaluation

February 8th to February 22nd 2021

Stage 3 – Driving and skills evaluation

Beginning March 1st

[Toronto Paramedic Services Skid Pad – 350 Wilson Heights Boulevard, Toronto](#)

Original and Digital submission Driver's Licence

- Applicants must have a valid Class F driver's licence or equivalent at this stage

[3-year uncertified driver's abstract](#)

- Dated no earlier than 3 days prior to your evaluation

Digital submission TPS Reference Consent Form

Digital submission Successful OPPAT evaluation

- Please visit the Ottawa Paramedic Physical Abilities Test [website](#) for more information
- **Applicants will NOT be permitted to participate in this stage of evaluation without submitting this document**

Digital submission MOHLTC Ambulance Services Identification Card (OASIS)

- For current provincially certified paramedics

Candidates who are offered conditional employment following Stage 3 will be required to successfully complete an orientation and evaluation (or equivalency) with the Sunnybrook Centre for Prehospital Medicine.

Conditional employment offers are expected to occur starting the week of March 22nd. We anticipate multiple onboarding groups scheduled to commence on: April 12th, 2021; May 25th, 2021; and July 5th, 2021 with a possible fall onboarding. The onboarding process consists of online courses, in-class training and a 6-week field mentorship portion.

Sunnybrook Regional Base Hospital evaluation

[Sunnybrook Centre for Prehospital Medicine – 77 Brown's Line, Toronto](#)

Class 1 – Week of April 6th, 2021

Class 2 – Week of May 17th, 2021

Class 3 – Week of June 28th, 2021

Required Documents

Document	Information
Driver's licence	Submitted at Stage 1. Class F submitted at Stage 3 (if applicable)
AEMCA/College diploma/Expectation to Graduate Letter	Submitted at Stage 1
TPS Reference Consent Form	Submitted at Stage 3
Successful OPPAT evaluation	Submitted at Stage 3 (dated within 6 months)
MOHLTC Ambulance Service Identification Card (OASIS)	Submitted at Stage 3 (if applicable)
3-year uncertified driver's abstract	Submitted at Stage 3, must be dated no earlier than 3 days prior to your evaluation
TPS Medical Status Questionnaire	Original submitted at Job Offer
Criminal Record Check	Original submitted at Job Offer (dated within 6 months)
HCP CPR certificate	Submitted at Job Offer, must be current and will not expire prior to 1 st day of onboarding
Standard First Aid certificate (if not current AEMCA)	Submitted at Job offer, must be current and will not expire prior to 1 st day of onboarding
ITLS certificate or PHTLS Bridge	Submitted at Job Offer, must be completed prior to class start and/or be valid during onboarding
TPS Driver's Abstract Waiver	Submitted at Job Offer

Please refer to the above checklist to ensure you have the appropriate completed documentation when requested.

Documents are expected to be submitted during the stage noted. Failure to submit documentation on the timelines noted may result in removal from the evaluation and/or job offer stage.

Documents prefaced with "TPS" will be provided to you at Stage 2 via email.

Unless otherwise noted, submit all documentation (where the original is not specifically stated) electronically through the link you will receive through email. If the original documentation is specifically required, please bring it with you to the corresponding stage. If unable to submit electronically, bring documentation with you to the corresponding stage.

Toronto Paramedic Services reserves the right to request the original documentation at any time.

Questions

Email

paramedic.careers@toronto.ca

Website

www.toronto.ca/jobs

Social Media

www.facebook.com/TorontoMedics

