

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.

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 MMI evaluation October 4th to 6th 2021

Digital submission Ontario Class F Driver's licence

Digital submission AEMCA and college diploma

Digital submission TPS Reference Consent Form

Digital submission MOHLTC Ambulance Services Identification Card (OASIS)

- For current provincially certified paramedics

Candidates will be notified on October 7th if they are moving on to Stage 2. Please monitor for emails as there is a quick turnaround to booking Stage 2.

Stage 2 – Driving evaluation starting October 12th, 2021

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

Original class F driver's licence

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

- Dated no earlier than 3 days prior to your evaluation

Digital submission of successful OPPAT evaluation Prior to October 12, 2021

- Please visit the Ottawa Paramedic Physical Abilities Test [website](#) for more information

Candidates who are offered conditional employment will be required to cross certify and successfully complete an orientation with Sunnybrook Base Hospital.

Sunnybrook Base Hospital orientation – week of November 1st, 2021

Additional administrative dates will occur during this time.

Conditional employment offers are expected to occur as early as the week of October 25th, 2021. Toronto Paramedic Services anticipates the onboarding session to commence November 8th 2021.

Required Documents	Information on submission
Class "F" Driver's licence	Submitted at Stage 1 Required to present at all stages
AEMCA	Submitted at Stage 1
College diploma	Submitted at Stage 1
TPS Reference Consent Form	Submitted at Stage 1
MOHLTC Ambulance Service Identification Card (OASIS)	Submitted at Stage 1
3-year uncertified driver's abstract	Submitted at Stage 2, must be dated no earlier than 3 days prior to your evaluation
Successful OPPAT evaluation	Submitted no later than October 12, 2021 (dated within 6 months)
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 November 8, 2021
ITLS certificate or PHTLS Bridge	Submitted at job offer, must be completed prior to class start and/or be valid during orientation
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 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.jobs.toronto.ca/jobsatcity

