

RECRUITMENT GUIDE

2022



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 and @eventbrite.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.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request.](#) Learn more about the City's [Hiring Policies and Accommodation Process.](#)

Recruitment Stages

Stage 1 – Written evaluation

December 11 and 12th 2021

[Toronto Paramedic Services Rubes Centre – 895 Eastern Avenue, Toronto](#)

Candidates must bring the following to register and participate in stage 1;

- Ontario Driver's licence or equivalent
- AEMCA, college diploma, or expectation to graduate letter
- Proof of vaccination to COVID-19
 - In accordance with the Reopening Ontario Act - Proof of vaccination is required to attend
 - Accommodations will be granted for medical and human rights grounds. If you require an accommodation, please contact paramedic.careers@toronto.ca prior to the exam.
 - Masks are required for the duration of the exam
 - Please download your QR code from <https://covid-19.ontario.ca/get-proof/>, paper proof will also be accepted

Stage 2 – Virtual MMI evaluation

January 10th to 21st 2022

Stage 3 – Driving evaluation

Beginning February 9th 2022

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

Original and Digital submission Driver's Licence

- Applicants must have a valid Class G or 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 without a valid OPPAT**

Digital submission MOHLTC Ambulance Services Identification Card (OASIS)

- For current provincially certified paramedics

Required Documents

Document	Information
Driver's licence	Presented at Stage 1, Submitted at Stage 2
AEMCA/College diploma/Expectation to Graduate Letter	Presented at Stage 1, Submitted at Stage 2
Proof of COVID-19 vaccination status	Presented 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 on start date
Criminal Record Check	Original submitted on start date (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

Conditional employment offers are expected to occur starting February and into March. We anticipate multiple onboarding groups scheduled to commence on: March 7th, 2022; April 25th, 2022; and June 6th, 2022 and August 29th, 2022. The onboarding process consists of online courses, in-class training and a 6-week field mentorship portion.

Sunnybrook Regional Base Hospital evaluation

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.

Sunnybrook Centre for Prehospital Medicine – 77 Brown's Line, Toronto

Class 1 – Week of February 28th, 2022

Class 2 – Week of April 11th, 2022

Class 3 – Week of May 23rd, 2022

Class 4 – Week of August 15th, 2022

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 3 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

