

TORONTO PARAMEDIC SERVICES DOCUMENTATION REQUIREMENTS

It is the applicant's responsibility to ensure that all documentation listed below is submitted. Candidates with missing documentation may not be considered in the hiring process.

Applicants will receive an email from paramedic.careers@toronto.ca after 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 book an appointment for your next testing stage.

It is preferred that you 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.

Due at STAGE 1 – Written Exam

- **Original** F Class Driver's Licence
- **Original** A-EMCA or College Diploma / Expectation to Graduate Letter

Due at STAGE 2 – Interviews

- Current Resume
- Reference Consent form
 - o Will be available by email link if successful in Stage 1
- Driver's Abstract Waiver Form
 - o Will be available by email link if successful in Stage 1
- Eligibility To Work From
 - o Will be available by email link if successful in Stage 1
- F Class Driver's Licence
- A-EMCA or College Diploma / Expectation to Graduate Letter
- OASIS ID
 - o If currently employed/certified in the province of Ontario

Due at STAGE 3 – Practical testing

- **Original** Medical Status Questionnaire
 - o See submission instructions in package received during Stage 2
- **Original** Criminal Record Check
 - o Regular Criminal Record Check by police service only
 - o Dated no earlier than 30 days prior to your Practical test
- Physical Agility Examination (PAE) or Physical Agility Verification (PAV) certificate from Ability Works **OR** Physical Agility Assessment (PAA) certificate from Sibley
 - o Dated with 6 months of Practical testing date
 - o **Applicants will NOT be permitted to participate in this stage of testing without submitting this document. No exceptions.**
- Valid CPR-C certificate
 - o Not to expire prior to first month post-orientation
- Valid Standard First Aid certificate required if not A-EMCA certified
 - o Not to expire prior to first month post-orientation
- International Trauma Life Support (ITLS) certificate
 - o Date of issue within the last two years
- Sunnybrook Certification Request Form
 - o Will be available by email link if successful in Stage 2

Due at STAGE 4 – Driving Test

- **Original** Driver's Abstract
 - o Dated no earlier than 3 days prior to your test
- **Original** F class driver's licence
- Personal Driving History Survey (will be available by email link if successful in Stage 3).

If you are AEMCA pending, and have not yet graduated from college, it is your responsibility to electronically submit your *Letter of Graduation* as soon as you receive it. We are unable to offer you employment until such time that letter is received by Toronto Paramedic Services.

If you have any questions regarding the above, please send them to paramedic.careers@toronto.ca