

RIC L. BRADSHAW, SHERIFF



# **New User - Application Instructions**

# Thank you for your interest in a Career with PBSO!!!

Please review the following Application Instructions <u>**PRIOR**</u> to submitting your application! This application works best on a computer or laptop using Chrome or Edge. <u>Smartphones and tablets are **NOT** recommended.</u>

If this is your first time to our Job Site, please complete ALL of the required registration steps.

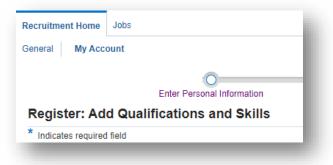
Once you create your login and password, the first step is "<u>Create Account</u>" **TIP** – if you have a resume, select "**Yes**, **I have a resume**" and upload your resume. If you do not have a resume, the system will generate one for you with the information you provide in your application details.

#### 

### **Register: Personal Information**

Recruitment Home	Jobs
General My Acc	ount
	Enter Personal Information
Register: Pe	rsonal Information
Provide your person	al and professional details to complete your profile.
* Indicates required	d field

# **Register: Add Qualifications and Skills**



Resumes are <u>NOT</u> a substitute for a completed profile.

Please list ALL employment for the **last 20 years** with no GAPS. Any paid or unpaid Law Enforcement or Corrections experience outside of the 20 years must be included. Be sure to include a description of job duties for each position listed. For your current employer, leave the End Date field BLANK.

TIP – If you were unemployed or a student for <u>ANY</u> period of time during the last 20 years, please add those dates as separate line items in your Employment History to account for those timeframes.

*Example:* Employer: ABC College Start Date: 01/01/2001 End Date: 12/31/2004 Job Title: College Student Description of Job Duties: Attending College to obtain Bachelor's Degree

## > <u>Skills</u>

Please complete a self-assessment of the skills <u>YOU</u> currently possess. Each position may have a different set of <u>Required/Essential Skills</u> listed on the posting. Please refer to the posting

To add skills, click on the "Add Another Skill" button.

**TIP** – When the Add Skills page opens, simply click "<u>Search</u>" to populate <u>ALL</u> Skills on one page, then select ANY & ALL Skills you possess. When done, click "OK".

kills			
SKIIIS		Search	
ease enter your own assessment of the skills v	vhich you currently possess.	Skill Type Aviation	
••		Behaviour Certification	
Skill	Level	Clerical Skills Cognition	
lo results found.		Communication -	
Add Another Skill		Search	
		Clear	

Once Skills have been added, please select the "Level" for each skill.

**TIP** – not all skills will have a level in the drop box. However, if levels are an option, please select the appropriate level from the list of values.

### **Education Qualifications**

Please enter details for <u>ALL</u> schools attended and qualifications received, to include High School or GED. **TIP** – You <u>must</u> list the name of the High School or Institution where you earned your High School Diploma or GED along with the month & year you graduated. For this entry, list HS/GED in the "Degree" field.

Then enter details for **ALL** additional education to include, but not limited to: College, Trade/Vocational/Business School, Military, and Criminal Justice Education/Training.

Education Qualifications		
Please enter detials of the high school, colleges and unive	ersities which you have attended as well as the Qualification	ons received. If you have o
*College or University	*Location	*Degree
oonogo or onnorony		

#### **Register: Enter Preferences\***

\*OPTIONAL – Complete any preferences that you would like to add.

Want to Find the Right Job?	
Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences to help us find the right job for you.	ces.

#### **\*\*IMPORTANT NOTE\*\***

To ensure that your details are searchable, under <u>Account Privacy</u>, please be sure to there is a checkmark in the box next to "Allow Account To Be Searched." (See below)

Account Privacy		
Display Language	American English 🗸	
	Allow Account To Be Searched	
	TIP If you do not check this box then your details are not visible to managers searching for suitable candidates.	

#### **Register: Create Resume\***

If you did not upload a resume, you may create one using the information from your applicant profile in this step. \*NOTE – this step will <u>NOT</u> appear if you already uploaded a resume.

Register: Create Resume	
Thank you for completing your profile. Select the resume format that you would like to use.	
	100

Click "FINISH" when done to save your profile information.

#### Jobs: Available Jobs

Once your profile is complete, this page will populate and you will be able to search and apply for jobs under "**Available Jobs**"

Available Jobs Applied For		
(i) Information		
Your document has been successfully uploaded, but its contents could not be read. Managers are able to view the document, but not search its content		
Matching Jobs		
These jobs match your work preferences. You can apply for any of the jobs straight away or store them in the job basket and apply later.		
Select Jobs: Add To Basket   🔄 🛷 •••		
□ Name △ Job Title △	Organization Name 🛆	

When you locate a position of interest from the Matching Jobs list, click on the IRC# hyperlink in the "NAME" column to view the complete details of the job.

**TIP** – When reviewing the Job Details, be sure to scroll down to the SKILLS section and make note of all skills and skills levels listed as essential for this position.

When you are ready to apply, click the "Apply Now" button for the corresponding position. This will prompt you to review all of the account information provided in your profile before submitting your application to include Disability Information & Veteran Information, if applicable. Then you will be prompted to complete the Application Test which is titled PBSO Join Minimum Criteria-New.

#### **Application Test**

The "PBSO Join Minimum Criteria –New" Application Test is the final step of the process and must be completed before you submit an application. Read each question carefully. When done, click "Finish Test" to submit your responses.

If you have any questions, please feel free to reach out to Human Resources at 561-688-3540 (Mon-Fri 8am-5pm) or email <u>HRCustomerService@pbso.org</u>

Palm Beach County Sheriff's Office is an Equal Opportunity Employer. Veterans' Preference to be requested at time application is submitted. Certain service members may be eligible to receive waivers for postsecondary educational requirements and are encouraged to apply. Applicants with a disability who require accommodation within the application/interview process should direct a request in advance to Human Resources.

Thank you for your interest in the Palm Beach County Sheriff's Office!