

## **Recruitment Process – Probationary NSW Sheriff's Officer**

The NSW Sheriff's Office advertises the role of Probationary Sheriff's Officer on the NSW Government's recruitment website [www.iworkfor.nsw.gov.au](http://www.iworkfor.nsw.gov.au)

Through the website you are able to set up a personal profile and in your settings tab set up notifications, so that you are sent an email when we advertise this role.

### **How to Apply:**

When you click on the advertisement on the *I work for NSW* website, there will be an 'Apply Now' option, which will direct you to complete your application. Here you will be required to input your personal details, upload your Resume, cover letter and respond to pre-screening questions.

The Recruitment team will receive your full application as soon as you complete and submit it online. You do not need to email the Recruitment team with your application, as it will be received directly in our system from the online application you completed. Please ensure you use the correct email and phone number, as we will be contacting you via these platforms.

### **Recruitment Process – Pre-Screening:**

If you meet our pre-screening requirements we will send you an email (which can take up to 3 business days to receive) with a link to an Online Assessment. Once you complete the Online Assessment, the Recruitment team will receive your results and we will email you (which can take up to 10 business days to receive) to advise if you have been successful to progress to the Assessment Centre, or if you have not met the benchmark.

If you are invited to the Assessment Centre, the email will contain a link to an online portal where you can schedule yourself into an Assessment Centre session. If you are unable to attend the Assessment Centre we will deem your application withdrawn. Please note when attending the Assessment Centre you will be required to bring the following:

- Current first aid certificate

### **Assessment Centre:**

The Assessment Centre will run for approximately 2 hours at the Downing Centre, 143-147 Liverpool Street, Sydney. If you do not attend the session you have scheduled yourself into and have not provided a reason prior to the session, your application will be deemed unsuccessful.

After the Assessment Centre, you will receive an email (which can take up to 5 business days to receive) to notify if you have been successful or unsuccessful.

### **Pre-Employment Checks:**

You must complete:

- Fit2Work Check (Police Background Check)
- Reference Checks
- Medical Assessment