PALM BEACH COUNTY
SHERIFF'S OFFICE
RIC L. BRADSHAW, SHERIFF

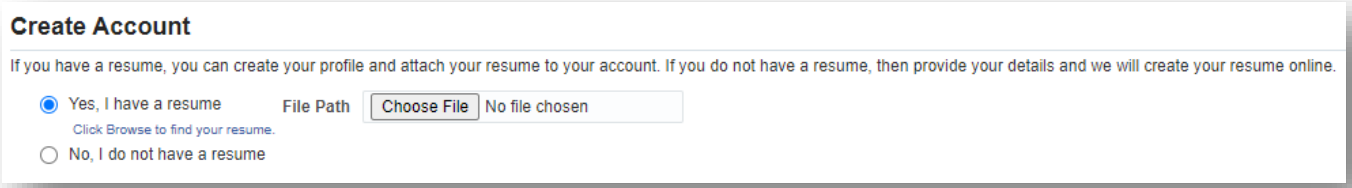
New User - Application Instructions

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

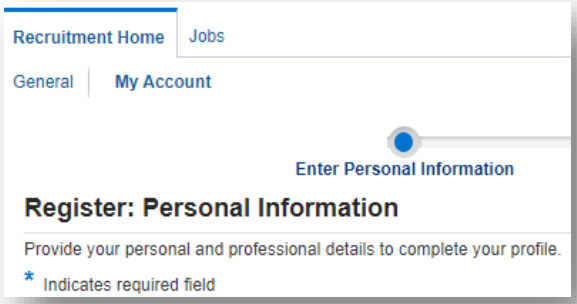
Please review the following Application Instructions ***PRIOR*** to submitting your application!
This application works best on a computer or laptop using Chrome or Edge.
*Smartphones and tablets are **NOT** recommended.*

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

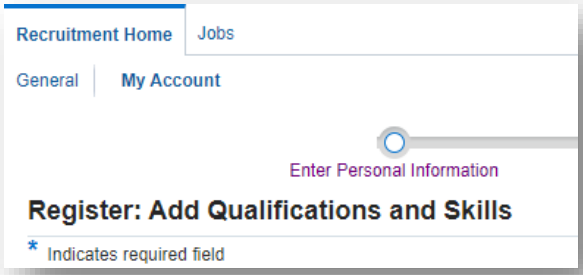
Once you create your login and password, the first step is "**Create Account**"
TIP – if you have a resume, select "**Yes, I have a resume**" and upload your resume. If you do not have a resume, the system will generate one for you with the information you provide in your application details.



Register: Personal Information



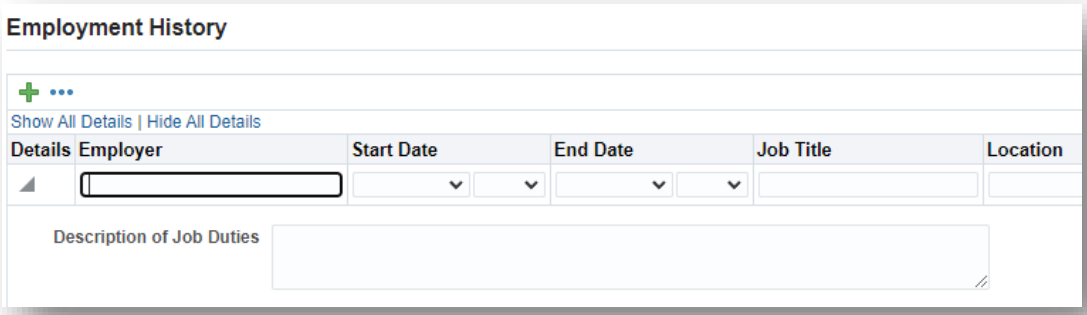
Register: Add Qualifications and Skills



➢ Employment History

Resumes are ***NOT*** 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.

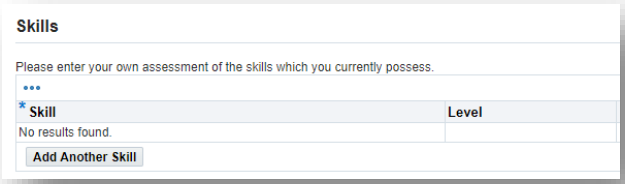
TIP – If you were unemployed or a student for ANY period of time during the last **20** years, please add those dates as separate line items in your Employment History to account for those timeframes.
Example:
Employer: ABC College
Start Date: 01/01/2001
End Date: 12/31/2004
Job Title: College Student
Description of Job Duties: Attending College to obtain Bachelor's Degree

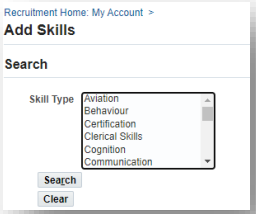


➢ Skills

Please complete a self-assessment of the skills ***YOU*** currently possess. Each position may have a different set of *Required/Essential Skills* 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 "**Search**" to populate ALL Skills on one page, then select ANY & ALL Skills you possess. When done, click "OK".



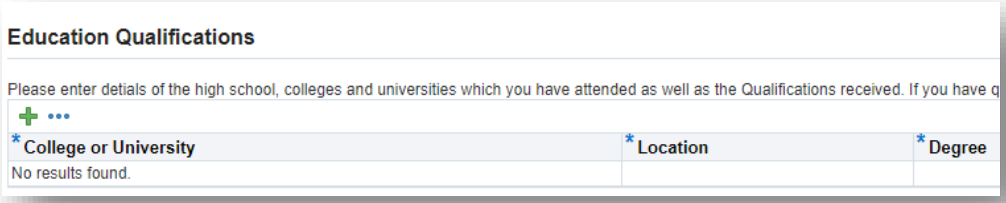


Once Skills have been added, please select the "**Level**" for each skill.
TIP – not all skills will have a level in the drop box. However, if levels are an option, please select the appropriate level from the list of values.

➢ Education Qualifications

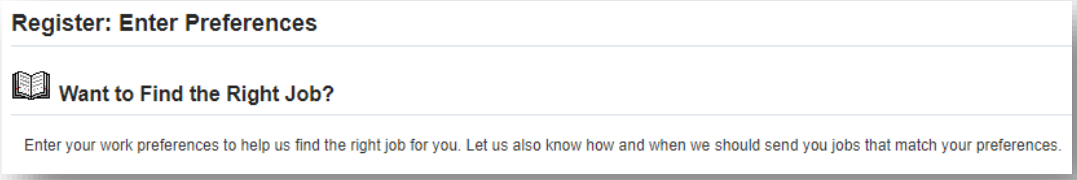
Please enter details for ***ALL*** schools attended and qualifications received, to include High School or GED.
TIP – You must list the name of the High School or Institution where you earned your High School Diploma or GED along with the month & year you graduated. For this entry, list HS/GED in the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



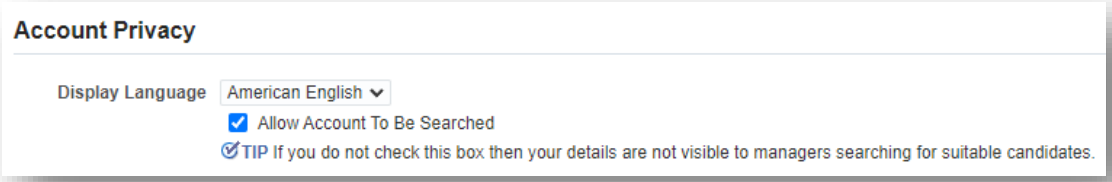
Register: Enter Preferences*

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



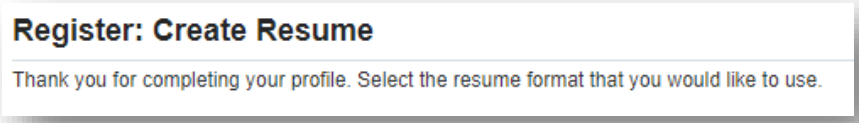
****IMPORTANT NOTE****

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



Register: Create Resume*

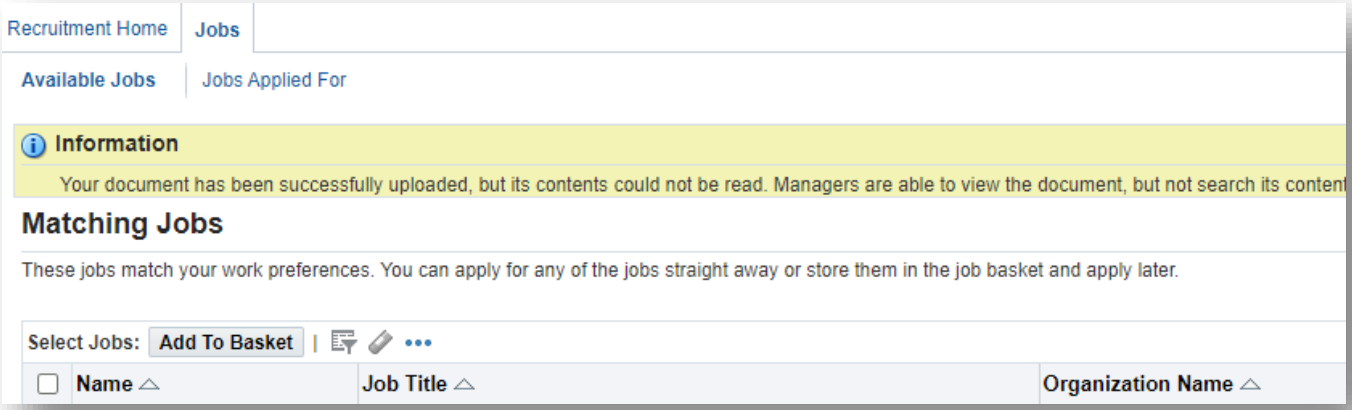
If you did not upload a resume, you may create one using the information from your applicant profile in this step.
*NOTE – this step will *NOT* appear if you already uploaded a resume.



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**"



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 HRCustomerService@pbso.org

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!