



## [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.

#### Create Account

If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online.

Yes, I have a resume      File Path        No file chosen  
Click Browse to find your resume.

No, I do not have a resume

### [Register: Personal Information](#)

Recruitment Home    Jobs

General    **My Account**

Enter Personal Information

#### Register: Personal Information

Provide your personal and professional details to complete your profile.

\* Indicates required field

### [Register: Add Qualifications and Skills](#)

Recruitment Home    Jobs

General    **My Account**

Enter Personal Information

#### Register: Add Qualifications and Skills

\* Indicates required field

## ➤ 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*

**Employment History**

+ ...

Show All Details | Hide All Details

Details	Employer	Start Date	End Date	Job Title	Location
▲	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description of Job Duties

## ➤ 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”.

**Skills**

Please enter your own assessment of the skills which you currently possess.

...

* Skill	Level
No results found.	

**Add Another Skill**

Recruitment Home: My Account >

**Add Skills**

Search

Skill Type

- Aviation
- Behaviour
- Certification
- Clerical Skills
- Cognition
- Communication

**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 **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.

### Education Qualifications

Please enter details of the high school, colleges and universities which you have attended as well as the Qualifications received. If you have q



* College or University	* Location	* Degree
No results found.		

## Register: Enter Preferences\*

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

### Register: Enter Preferences



#### 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.

## **\*\*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)

### 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 NOT 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.

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”

Recruitment Home | Jobs

Available Jobs | Jobs Applied For

**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** | [List Icon] [Edit Icon] [More Icon]

<input type="checkbox"/>	Name <small>▲</small>	Job Title <small>▲</small>	Organization Name <small>▲</small>
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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](mailto: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!