

CORRECTIONAL OFFICER APPLICANT PROCESS

STEP 1: Apply and Submit Required Documentation

1. Click “Apply to this Job “at the bottom of the job posting to submit your resume and complete an online questionnaire (about 15 minutes).

- Upload your resume to your on-line profile.
- **DO NOT** submit a cover letter; it will not be reviewed.
- Complete the online questionnaire to demonstrate how you meet the job qualifications.

Questionnaire responses will be used to shortlist applicants. Your resume will be reviewed if you are selected for an interview. Applicants who fail the questionnaire or do not submit all required documentation by the deadline will not proceed in the hiring process.

IMPORTANT: Ensure all required documentation (including evaluations for foreign education) is ready **before** you apply as incomplete applications will not be assessed. Correctional Officer positions are posted year-round, offering ongoing opportunities to apply.

2. **Submit Required Documentation:** After submitting your resume and online questionnaire, email proof of the following **4 items** to BCCorrections.Recruiting@gov.bc.ca:

- Proof of Grade 12 graduation
- Proof of English 12
- Copy of your BC driver’s license (minimum Class 5 or equivalent from another province), Class 7 or “N” is not acceptable
- Proof of Canadian citizenship or permanent residency

NOTE: Please send as ATTACHMENTS in ONE email when you have all four required documents ready. Submissions missing **ANY** of the required items **WILL NOT** be reviewed.

Grade 12 or equivalent*, as defined - High school diploma, Adult graduation diploma, GED, two year academic post-secondary diploma, associate degree or university degree.

If your high school diploma, diploma or degree is from outside Canada or the USA, you must have it verified by a designated organization. Refer to the [IRCC website](#) for a list of approved organizations.

English 12 with a final grade of 70% or equivalent* from a recognized school in Canada or the USA with any of the following:

- o High school transcript showing a **final grade** of at least 70 percent in English 12 (Communications 12 is not acceptable); OR
- o Post-secondary transcript showing a **final grade** of at least 70 percent in a post-secondary academic English course that is at least equivalent to English 12 (it is the responsibility of the applicant to prove equivalency); OR
- o Proof of graduation with a 4-year academic degree or master’s degree from a recognized post-secondary institution in Canada or the USA; OR
- o Achievement of a minimum score in one of the following English language assessment tests:

ASSESSMENT	SCORE/RESULT
IELTS General/Academic	6.5 with no part less than 6.5
CLB	8+ in all parts (CLB OSA is not accepted)
CELPIP General	8+ in all parts (CELPIP LS is not accepted)
Accuplacer Basic	85 in reading with WritePlacer of at least 6
Accuplacer Next Gen	260 in reading with WritePlacer of at least 6
CAEL	60
PTE Core/Academic	Overall 78+ with Reading 69+; Writing: 79+; Listening: 71+; Speaking: 76+ (PTE Academic Online is not accepted)

STEP 2: Security Screening Questionnaire

- Review the questionnaire prior to submitting your application.
- Applicants who were unsuccessful in a previous Correctional Officer or Correctional Supervisor competition at the Security Screening Questionnaire stage must **wait 12 months from the submission date of that SSQ** before reapplying.
- Applicants who pass step 2 will be invited to the assessment process outlined below.

STEP 3: Assessment

- **Correctional Officer Physical Abilities Test (COPAT):** You will be required to provide a completed Medical Clearance Form (signed, stamped, and dated by a medical practitioner), proof of age, legal entitlement to work permanently in Canada, and valid driver's license.
- **Written Communication Skills Assessment:** You will be required to undergo an assessment of your written communication skills.

STEP 4: Interview

- You will be assessed on the competencies outlined in the job profile attached to this posting.
- Reference checks.

STEP 5: Offer

- You will be required to provide proof of valid Basic First Aid (OFA1) or a [WorkSafe BC approved equivalent](#) prior to receiving an offer
- A conditional offer is provided to successful candidates, contingent on passing security screening and medical checks

STEP 6: Enhanced Security Screening

You will be required to complete/provide:

- Security fingerprinting
- Police record check
- Computer voice stress analysis test (CVSA)
- Credit check
- Drivers abstract
- Criminal Records Review Act check

Applicants who were unsuccessful in a previous Correctional Officer or Correctional Supervisor competition at the Enhanced Security Screening (ESS) stage must **wait 12 months from the notification date of their ESS result** before reapplying.

STEP 7: Medical Assessment – A comprehensive medical assessment by Occupational Health Programs will include a health history, general physical examination, and screening tests for bonafide occupational requirements such as distance/near vision, colour vision, and hearing. A Tuberculosis (TB) screening test should be privately booked and completed prior to attending the medical appointment.

STEP 8: Onboarding: After passing security screening and medical assessments, you will receive a letter confirming your appointment and start date.

STEP 9: Training: You will undergo a significant amount of training during 33 days in the Security Officer Training Program. Upon completion, you will progress through the growth program and at the conclusion, will achieve full correctional officer status.

STEP 10: Reimbursement: After the 6-month probationary period, you can apply for reimbursement for the following costs incurred no earlier than 3-months prior to application.

- Correctional Officer Physical Abilities Test (COPAT) Medical Form
- Tuberculosis (TB) test
- Basic First Aid (OFA1)
- Criminal Record Check