



# How to Apply Guide

## More than just a job

At the Correctional Service of Canada, putting in a day's work means helping to keep your community safe.

**Apply to join our team!**

## Changing Lives Protecting Canadians



SAFETY, RESPECT  
AND DIGNITY  
FOR ALL

LA SÉCURITÉ,  
LA DIGNITÉ  
ET LE RESPECT  
POUR TOUS



When you work at the Correctional Service of Canada (CSC), you become part of an organization that changes lives and protects Canadians. The Service is responsible for the custody and supervision of offenders serving sentences of two years or more. On a typical day, CSC manages 57 institutions with over 14,000 offenders, and supervises more than 8,500 offenders in the community (parole).

**CSC offers a wide variety of jobs and professions.** In addition to correctional officers and parole officers, we employ nurses, psychologists, social workers and tradespeople, among others, to keep our offices and institutions running smoothly.

### Join our team!

CSC is committed to developing a strong and diverse workforce that reflects the wider Canadian community we serve. Visit our Web site at [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) for more information on the types of careers available.

### The application process

Staffing for jobs in the Federal Public Service, including CSC, is a merit-based process, whereby qualified candidates are assessed on their abilities.

The appointment process is based on fairness, transparency and efficiency to ensure we hire the right people for the job.

### How to find a federal public service job Online

The best way to get your employment search started is by visiting [www.jobs.gc.ca](http://www.jobs.gc.ca), where you can view a list of all job postings by region, by category and by organization. You can also learn more about opportunities specifically for students and recent graduates.

### Applying Online

Once you have found an employment opportunity that you are interested in, look for the “Apply Online” link at the bottom of the advertisement. You must use this link to submit an application to the Public Service.

The “Apply Online” link allows you to log-in to your file in the Public Service Resourcing System. If you do not have an account, click “Create Account”.

Having an account allows you to:

- apply for jobs that match your competencies;
- create a user profile that will match you to jobs that are currently advertised;
- view the status of previously submitted applications;
- view scheduled tests and test results.

**Remember to visit [www.jobs.gc.ca](http://www.jobs.gc.ca) daily. Some positions are only posted for 24 hours!**

### Important things to remember when applying

- Prior to applying, make sure to update your resume.
- Pay particular attention to each job advertisement. You must demonstrate that you meet all of the essential qualifications (with concrete examples) or you will be screened out of the process.
- Read through the entire job advertisement, as it may contain information on what to include with your application.
- DO NOT SEND your application via e-mail to the contact listed on the job advertisement, unless the advertisement indicates that alternate forms of the application will be accepted (i.e. by mail).
- All applications must be received by the closing date indicated.
- Applicants may call 1-888-780-4444 or TTY/TDD users (for hearing impaired / speech impaired persons) at 1-800-465-7735, for information on the nearest public Internet access location.
- If you are unable to access the Internet in your area, contact the nearest Public Service Commission of Canada office or fax resume to one of the regional recruitment offices listed below.

### Once you have finished applying

If you meet the education and experience criteria, you will be informed if you have been “screened in” for further consideration.

If you are screened in, you will likely be invited to a written exam, an interview, and asked for reference checks. You can be screened out during any stage of this process. You will be notified of the decision at each stage.

### For up-to-the-minute information on new job postings, follow us on Twitter.

If you require assistance with the application process, please contact the Regional Recruitment Office in your area:

#### National Capital Region

✉ [ncrrecruitment@csc-scc.gc.ca](mailto:ncrrecruitment@csc-scc.gc.ca)

#### Atlantic (includes Nunatsiavut Region)

✉ [atlanticrecruitment@csc-scc.gc.ca](mailto:atlanticrecruitment@csc-scc.gc.ca)  
☎ FAX: (506) 851-3295

#### Quebec (includes Nunavik Region)

✉ [quebecrecruitment@csc-scc.gc.ca](mailto:quebecrecruitment@csc-scc.gc.ca)  
☎ FAX: (450) 967-3468

#### Ontario (includes Nunavut Region)

✉ [ontariorecruitment@csc-scc.gc.ca](mailto:ontariorecruitment@csc-scc.gc.ca)  
☎ FAX: (613) 530-3039

#### Prairies (includes the North West Territories)

✉ [prairiesrecruitment@csc-scc.gc.ca](mailto:prairiesrecruitment@csc-scc.gc.ca)  
☎ FAX : (306) 975-4127

#### Pacific (includes the Yukon)

✉ [pacificrecruitment@csc-scc.gc.ca](mailto:pacificrecruitment@csc-scc.gc.ca)  
☎ FAX : (604) 870-2598