



GOVERNMENT OF
WESTERN AUSTRALIA

Department of
Justice

Prison Officer

Job Applicant Information and Guide Booklet

Thank you for your interest in the advertised Prison Officer role within the Department of Justice. This booklet provides information and outlines the steps in the recruitment and selection process to assist your successful application.

About the Department of Justice

The Department of Justice supports the community, government, judiciary and Parliament by providing high quality justice, legal and corrective services, information and products.

The Department comprises a number of Divisions all working to provide a fair, just and safe community for all Western Australians. These Divisions include Corrective Services, Court and Tribunal Services, the Parliamentary Counsel's Office, Public Advocate, Public Trustee and Registry of Births, Deaths and Marriages.

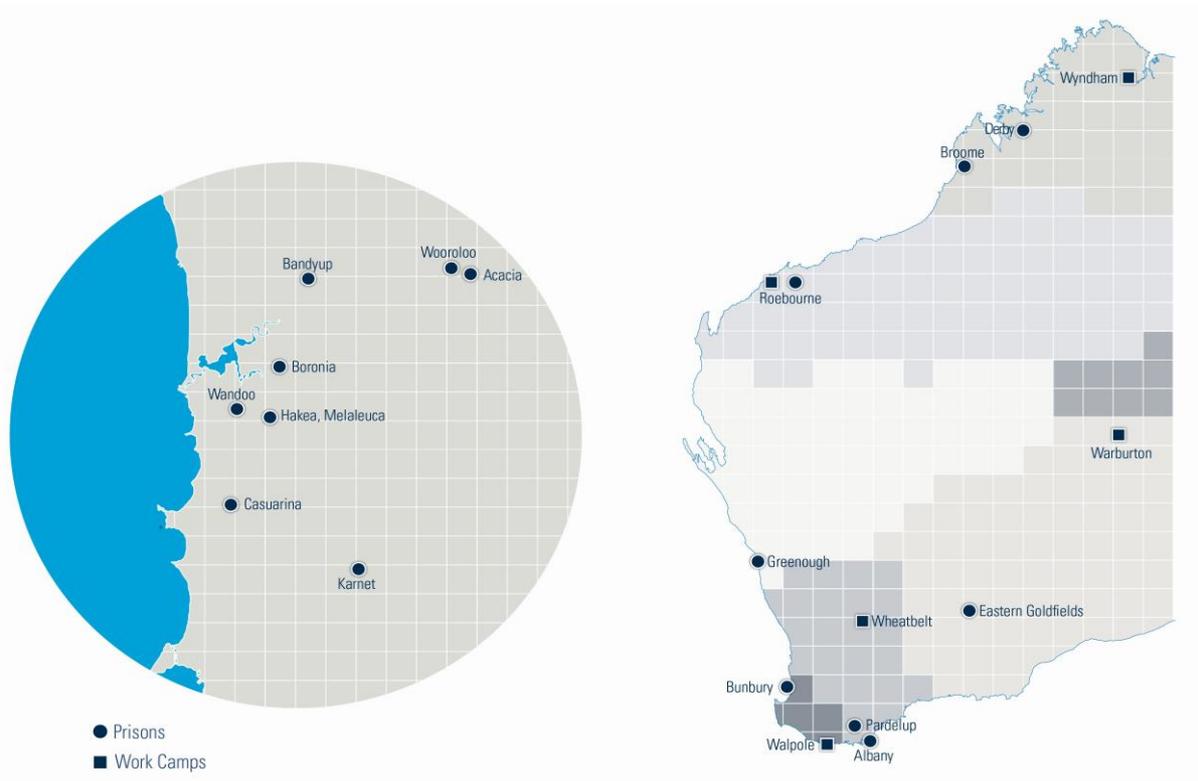
The role of the Corrective Services Division is to contribute to community safety by upholding the integrity of custodial and non-custodial sentences; and positively influencing offender behaviour to reduce re-offending and encourage law-abiding lifestyles.

Operating Locations

Corrective Services maintains the custody of prisoners and the security and good order of prisons throughout Western Australia. It oversees the assessment and placement of offenders in appropriate prisons for the duration of their sentences.

Corrective Services operates 16 public prisons providing a range of security classifications (maximum, medium and minimum), including eight prisons in the metropolitan area and eight regional facilities (see map below). Acacia Prison in the outer metropolitan area is contracted to a private provider, Serco Australia. There are five minimum-security work camps located in Roebourne, the Kimberley (Wyndham), Eastern Goldfields (Warburton), the Wheatbelt (Dowerin) and the Great Southern (Walpole).

Please be aware that new recruits who are placed in the Perth metropolitan area may be posted to one of the following prisons: Bandyup (West Swan), Casuarina (Casuarina), Hakea (Canning Vale) or Melaleuca (Canning Vale).



Roles and Responsibilities

All prisons in WA aim to provide an environment that encourages self-respect and respect for others, embraces diverse cultural backgrounds and provide best possible opportunities for positive change for offenders.

Secure your future and make a meaningful impact in a role where every day brings new challenges and new opportunities to help others. Prison Officers play a vital part in keeping the community safe while supporting people in custody to make positive changes in their lives. A Prison Officer is also responsible for contributing to the safe, secure and efficient operation of the prison.

Daily duties vary depending on the security level of the prison, but may include:

- reception of prisoners and their induction into the prison;
- staffing the various units in the prison including gates and other strategic areas;
- helping prisoners develop a plan which makes the best use of their time in prison;
- supervising prison activities including recreation, industrial and training activities;
- assisting with the vocational training of prisoners;
- written reports, such as incident reports and documents that may be used for legal purposes.

In addition to custodial duties, a Prison Officer needs to:

- build and maintain positive relationships with prisoners;
- balance authority with understanding and empathy;
- work with prisoners in challenging situations by diffusing and managing conflicts
- act as role models to motivate and encourage prisoners to adjust their behaviours in line with community expectations; and
- practice cultural respect through working with and alongside Aboriginal people

Bring all you are! We are looking for people with life experience, resilience, communication skills, and a commitment to helping others. Prison Officers work closely as a team, follow clear procedures, and use computer systems and operational tools to keep the environment safe. No two days are the same, and you will need to multitask, stay alert, and make sound decisions.

This is a challenging role, but also a rewarding career for those who want stability, personal growth and the chance to make a real difference.

Salary, Entitlements and Benefits

Prison Officers receive a competitive salary, attractive benefits and employment conditions.

Salary

Prison Officer Trainee (first 12 weeks):

\$72,791 per annum (pro rata) + 12% superannuation

Prison Officer (Shift):

\$94,082 - \$107,133 per annum (pro rata) + 12% superannuation

Flexible Working Conditions

- Prisons operate on a 24-hour roster system, 7 days a week
- 8, 10 and/or 12-hour shift work arrangements.
- Note that all new Prison Officers will commence on 12-hour shifts
- Roster equates to 10 x 12-hour shifts in a three-week period.

Leave Entitlements

- Annual leave: 5 weeks
- Annual leave shift: additional 1 week for Prison Officers working shifts
- Personal leave: 140 hours
- Parental leave: 14 weeks paid & 38 weeks unpaid
- Purchased Leave: 2 or 3 weeks
- Long service leave: 13 weeks after 7 years of continuous service
- Cultural leave
- Study leave

Other benefits

- Salary packaging
- Uniform supplied – including shoes, socks, jackets and hats
- Job security
- Rewarding career
- Work life balance – work 10 shifts every 21 days
- Promotions and career developmental opportunities
- A workplace that celebrates diversity and fosters inclusion

Regional Prisons

The Department is **actively recruiting for immediate vacancies** in regions such as:

- **Albany Regional Prison** (4.5 hours drive to Perth)
- **Bunbury Regional Prison** (2 hours drive to Perth)
- **Eastern Goldfields Regional Prison** (Kalgoorlie – 7 hours drive to Perth)
- **Greenough Regional Prison** (Geraldton – 4.5 hours drive to Perth)
- **West Kimberley Regional Prison** (Derby – 2.5 hours drive to Broome)

To find out more information on the range of activities these areas have to offer, visit www.westernaustralia.com.

If you would like to speak to a staff member from one of these five locations, contact Recruitment@justice.wa.gov.au and we will forward your details to the relevant prison.

REGIONAL BENEFITS

If you are interested in working in a regional area, you may be eligible for additional benefits. These are dependent on the region but may include the below.

Regional Incentive Allowance as per Prison Officers Industrial Agreement 2024

(the regional incentive allowance shall be varied annually with effect from the 1st Pay Period on or after 11 June each year to reflect movements in CPI:Perth)

	Eastern Goldfields Regional Prison	
TIER 1	Roebourne Regional Prison	\$217.71 per fortnight
	West Kimberley Regional Prison	
TIER 2	Albany Regional Prison	\$108.85 per fortnight
	Greenough Regional Prison	

Additional Regional Incentive Allowance

Eastern Goldfields Regional Prison	Officers permanently posted shall be paid \$108.85 per fortnight while they remain posted to these regional prisons.
West Kimberley Regional Prison	

Government Regional Officer Housing (GROH) Program as of 13 February 2026

GROH is not available to local recruits, or available in the South-West

Prison Officer applicants relocating to the following regional towns may be eligible for GROH assistance and utility subsidies. More information can be found here, [Government Regional Officer Housing \(GROH\)](#), and here, [Tenant Rent Calculator](#).

As a general guide, the Department of Justice provides the below additional GROH rent subsidies for Prison Officers.

West Kimberley (Derby)	100% subsidised
Goldfields (Kalgoorlie)	100% subsidised
Greenough (Geraldton)	50% subsidised

Home Ownership Subsidy Scheme (HOSS)

Applicants may be eligible to participate in HOSS, where the Department of Justice subsidises an employee's home loan repayments for a dwelling the employee is purchasing in the regional location. The Department determines the amount of HOSS subsidy. This amount must be the lowest of:

- \$350 per week;
- The minimum weekly repayments on the home loan; or
- 75% of the weekly GROH rental subsidy applicable at the start of the one-off 5-year period.

Additional Benefits

Additional annual leave

Annual and Medical leave travel concessions

Subsidies may apply for utilities in certain locations

District allowances may apply in certain locations

Email the Recruitment team for more information

Aboriginal and Torres Strait Islander applicants

The Department of Justice is proud of its diverse workforce and aims to employ more Aboriginal and Torres Strait Islander employees at all levels to create a workforce which better reflects the West Australian community.

You can reach out to the Aboriginal Workforce Development (AWD) team for advice on the recruitment and selection process and to discuss development opportunities.

Aboriginal and Torres Strait Islander applicants are invited to contact our AWD team by telephone **(08) 9264 1700** during business hours, or sending the team an email to aboriginalworkforcedevelopment@justice.wa.gov.au for culturally appropriate application advice.

Overseas and Interstate Applicants

Applicants who reside overseas or interstate are welcome to apply. To be eligible, you need to be an Australian or New Zealand citizen or have Australian permanent residency status.

If you progress to the next stages of the assessment process, you will be invited to participate in a combination of virtual (online) and in-person assessments in Perth, Western Australia. Depending on applicant numbers, a limited number of in-person assessments may also be offered in the Eastern States. Where possible, we will schedule in-person assessments close together to reduce travel imposts.

Please Note: Applicants will be responsible for **all travel, accommodation and relocation costs incurred.**

Information Sessions

Our information sessions provide an opportunity to learn more about the Prison Officer role, the recruitment process, and hear from current staff working in prisons.

During the session, attendees can expect to learn about:

- The role and responsibilities of a Prison Officer
- Working in a prison environment and what to expect day-to-day
- The recruitment, assessment and training process
- Required standards of conduct, professionalism, and resilience
- Career development and progression opportunities

Information sessions are designed to support informed decision-making and help applicants prepare for the recruitment process.

Sessions will be held at the Corrective Services Academy, in select regional locations and virtually (online).

Attendance is free; however, registration is required. Please [register here](#) for your free ticket. When booking your spot, you will need to provide your full name and contact details.

INFORMATION SESSIONS*

Date	Time	Venue
Wednesday, 18 February 2026	5.30pm – 6.30pm	Corrective Services Academy 4 Allen Court, Bentley
Wednesday, 25 February 2026	7.00pm – 8.00pm	External Administration Building, Eastern Goldfields Regional Prison Vivan Street, Kalgoorlie
Wednesday, 4 March 2026	5.00pm – 6.00pm	West Kimberley Regional Prison, Lot 500 Derby Highway, Derby
Thursday, 5 March 2026	5.30pm – 6.30pm	Greenough Regional Prison Edward Road, Narngulu
Wednesday, 11 March 2026	4:00pm – 5:00pm	Online only TEAMS link available when registering
Wednesday, 18 March 2026	5.00pm – 6.00pm	Albany Regional Prison Princess Ave, Torndirrup
Wednesday, 25 March 2026	7.00pm – 8.00pm	External Administration Building, Eastern Goldfields Regional Prison Vivan Street, Kalgoorlie
Tuesday, 31 March 2026	5.30pm – 6.30pm	Online only TEAMS link available when registering
Wednesday, 15 April 2026	5.00pm – 6.00pm	Ian Allen Training Centre, Bunbury Regional Prison Centenary Road, Bunbury
Thursday, 16 April 2026	4:00pm – 5:00pm	Online only TEAMS link available when registering

**Additional sessions may be arranged.*

If you have trouble booking online, please contact **Recruitment** on **1800 974 199** or by email at recruitment@justice.wa.gov.au.

Prison Officer: Is this job right for you?

This self-assessment questionnaire is designed to help you reflect on whether a Prison Officer role is right for you. It encourages you to consider the demands, responsibilities, and expectations of working in a prison environment.

The questionnaire is not designed to assess your application and will not determine your eligibility or suitability for employment. It is provided for **your personal use only** and is intended to support informed decision-making before applying.

Any formal assessment of your suitability for a Prison Officer role will be conducted throughout the recruitment and selection process.

Please answer the following questions honestly and thoughtfully. There are no right or wrong answers. The questionnaire is intended to support self-reflection:

No	Question	Yes	No
1	Are you genuinely interested in working with people in custody?	<input checked="" type="radio"/>	<input type="radio"/>
2	Do you treat people fairly and without judgment, regardless of their status, background, culture, beliefs or gender?	<input type="radio"/>	<input type="radio"/>
3	Can you adapt your communication and interpersonal skills to suit the people you are working with and the situation?	<input checked="" type="radio"/>	<input type="radio"/>
4	Can you think on your feet and solve problems in difficult situations?	<input type="radio"/>	<input type="radio"/>
5	Can you cope with regular routine, often dealing with the same things at the same time on most days?	<input checked="" type="radio"/>	<input type="radio"/>
6	Are you prepared to work in an environment where conflict may be a daily occurrence?	<input type="radio"/>	<input type="radio"/>
7	Are you prepared to work in an organisation with a clear rank structure, and observe the chain of command?	<input checked="" type="radio"/>	<input type="radio"/>
8	Are you prepared to strictly follow set procedures and policies?	<input type="radio"/>	<input type="radio"/>
9	Are you prepared to do shift work in a closely monitored and restricted environment, for up to 12 hours at a time?	<input checked="" type="radio"/>	<input type="radio"/>
10	Are you willing and able to work public holidays (including Christmas and Easter), weekends and nights, with early and late starts?	<input type="radio"/>	<input type="radio"/>
11	Are you committed to maintaining your physical fitness through regular exercise?	<input checked="" type="radio"/>	<input type="radio"/>

Did you answer **Yes** to all above questions? This may be a good indication that you should apply to become a Prison Officer!

Did you answer **No** to any of the questions above? You might want to consider whether a Prison Officer role is the right one for you at this time.

This self-assessment questionnaire is for your personal use only and there is no need to include the results with your application.

Pre-appointment requirements

The following pre-appointment requirements are essential to comply with the *Prisons Act 1981*, Prison Regulations 1982 and applicable Departmental policies and procedures.

Prior to commencement, Prison Officers must:

- ✓ Be an Australian or New Zealand citizen or have Australian permanent residency status
 - ✓ Receive clearance through a National Criminal History check and the Department's Integrity Assessment
 - ✓ Successfully complete all relevant pre-employment medical, physical readiness testing and psychological testing
 - ✓ Successfully complete any other selection assessments as determined by the Department
 - ✓ Possess a current C-Class Driver's Licence at a minimum (automatic accepted). Restrictions on your drivers' licence **are not permitted**. This includes learner's permits, P plates and extraordinary permits
 - ✓ Possess a current HLTAID011 "Provide First Aid" qualification, which includes the units:
 - Provide Cardiopulmonary Resuscitation and
 - Basic Emergency Life Support
- Note:** The qualification must have at least 9 months validity from the date of commencement.
- ✓ *Former employees only:* not have had an unsuccessful re-engagement application or a termination from the Department

Selection Process

Assessments

To be selected to the Prison Officer Appointment Pool, there are assessment stages you must complete successfully.

Please also note:

- In-person assessments will be held in the Perth metropolitan area and in some key regional locations in Western Australia. You will be notified when assessments are conducted nearest to you. Depending on applicant numbers, a limited number of in-person assessments may also be offered in the Eastern States.
- Travel to and from any assessment location is at the applicant's expense.
- Assessments are conducted during business hours (Monday – Friday 8:00 to 16:00).
- It is essential that you regularly check your emails to monitor the progress of your application. Applicants who are deemed unsuccessful at any stage of the selection process may be excluded from further assessments.

- Applicants will be assessed against all the job-related requirements listed in the Job Description Form (JDF) through a series of selection assessments. The JDF is available as an attachment to the advertisement.
- Upon successful completion of the selection process, you will be placed into the Appointment Pool for a period up to 12 months. During this period, you may be considered for vacancies as they arise.
- **Please be aware that some assessments may have changed since the previous campaign.**

RECRUITMENT ASSESSMENTS

Assessments may be conducted in any order.

PRISON OFFICER

- Application + CV
- Online Psychometric Testing
- Physical Readiness Test
- Interview
- Medical
- Psychological Interview (if required)
- Reference Checks
- Screening + Integrity Check
- Decision Panel

Hint: Print out to keep track of your assessments!

Stage 1: Shortlisting

Your **CV/resume** and detailed **online application responses** incorporating the requested information will be assessed to determine whether you are shortlisted for further assessment. Please ensure that you provide a competitive response to the online questions. Consideration will be given to eligibility requirements as outlined in the JDF and in the job advertisement.

Stage 2: Psychometric Testing

Psychometric testing is designed to assess your cognitive and psychological suitability for the role, as well as your work style preferences. You will be invited to complete a series of online assessments which includes an aptitude test, situational judgement test, basic computer skills test, reading comprehension test, a personality questionnaire and a language, literacy and numeracy test.

Stage 3: Physical Readiness Test

Applicants are required to successfully complete all components of the Department's Custodial Officer Physical Readiness Test (PRT), which reflects operational duties. Attaining a satisfactory medical clearance from a General Practitioner is a pre-requisite to undertake this assessment. To view a demonstrational video of the PRT, click on the link:

<https://youtu.be/9hK4kKiAvf8>

Further detailed information about the standards required is outlined in the *Physical Readiness Test Applicants Guide* that is attached to the advert.

Start preparing now to meet the physical requirements.

Stage 4: Selection Panel Interview

A selection panel will ask a series of questions relevant to the role and designed to draw information about your skills, knowledge, and abilities against the job-related requirements (as detailed in the JDF).

The interview will comprise of 15 minutes pre-interview preparation time, during which the interview questions will be provided to you to consider and prepare your responses. This will be followed by an additional 30 minutes for your interview with the panel. At the end of the interview, you will have an opportunity to ask any questions that you may have in relation to the position.

You should consider the following points in preparation for your interview:

- Be punctual and dress appropriately – neat and professional
- Review and ensure that you understand the role and job-related requirements outlined in the JDF. Reflect on the duties of the role and how they could be carried out
- Consider the job-related requirements and think of specific examples of situations where you can showcase your relevant skills and abilities
- Take time to answer each question and present answers clearly and concisely.

Stage 5: Medical Assessment and Psychological Interview

Medical assessment

The duties of a Prison Officer can be physical, and may involve running, bending, lifting heavy objects and being able to navigate obstacles in tight spaces. Prison Officers may need to use their training in self-defence and control or restraint techniques during a critical incident. The medical assessment is therefore designed to assess your overall health status, and whether you have any medical conditions which may impede your ability to safely perform the duties of a Prison Officer.

Aspects of the medical assessment may include (but are not limited to):

- Vision – a binocular vision of 6/9 or better is required. If visual aids are needed, soft contact lenses are preferred as they are not as easily dislodged compared to other visual aids
- Respiratory – a history of asthma will be carefully examined
- Cardiovascular health
- Musculoskeletal health
- Hearing
- General health and well-being

Note that whilst applicants are not expected to pay for their standard medical examination, any additional costs incurred must be paid by the applicant and not the Department of Justice. Additional costs incurred may include, but are not limited to, subsequent medical appointments with your own medical providers, tests (such as spirometry/lung function tests etc) and specialist reports.

Psychological interview

You may be required to attend an interview with a registered psychologist. Be prepared to answer personal questions about yourself including your work, family, and social life. Interviews may take up to one hour. It is recommended that you adhere to normal interview protocol, including appropriate attire. If you are scheduled for a telephone interview, ensure that you are in a quiet and private area.

Any recommendations from the interviewing psychologist will assist the panel in making their decision about your suitability.

Stage 6: Criminal History and Integrity Check

All Department of Justice employees are required to undergo an integrity and national criminal history check. You will be invited to complete the relevant application online. It is important that you ensure the personal information that you provide is correct, as providing false or misleading information can negatively impact the outcome of your application.

In positions that involve working with offenders, an integrity check may also include investigations into suspension from employment, past employment records and performance, spent convictions and pending charges.

A previous criminal conviction or pending charge will not necessarily preclude a person from being employed. The Department assesses these on a case-by-case basis.

Stage 7: Referee Reports

You are asked to provide the names and contact details for at least two relevant work-related referees. The Department asks that where possible your referees are previous/current supervisors or managers who can comment on your skills and abilities relevant to the position.

If you are a prior Department of Justice WA employee, you will be required to provide referee details of your previous or current Superintendent.

It is important you ensure your referees are aware they may be contacted by the Department and are willing and available to provide a referee report for you.

Stage 8: Decision Panel Review

The decision panel is made up of executive and operational staff, recruitment specialists, training staff and psychologists. They are responsible for making a holistic assessment of each applicant's suitability, based on all the information obtained throughout the selection process.

You will be formally notified in writing about the outcome of your application once the selection process is finalised. Notifications for all successful and unsuccessful applicants will be sent via email and will include information on how to seek feedback, which can help you to understand how the panel reached their decision.

Appointment Pool

If you are deemed suitable by the decision panel you will be placed into an Appointment Pool. An Appointment Pool is usually valid for twelve months, during which time you can be considered for the Entry Level Training Program for Prison Officer vacancies when they arise. It is important to note that **inclusion in the appointment pool does not guarantee that you will be offered employment.**

If there are more suitable applicants in the pool than vacancies available at any one time, the Department reserves the right to make offers to any applicant from the Appointment Pool. Determining individual appointments will be based upon a range of factors:

- Applicants' locality and preferences
- Availability of vacancies
- Gender / diversity balance as per the Department's Substantive Equality Policy
- Assessment information, where applicable.

Applicants are obliged to notify the Department if an event occurs that they suspect may affect their suitability or eligibility for the position while in the Appointment Pool. For example, an applicant may subsequently obtain a criminal conviction or develop a long-term illness / injury while awaiting an offer of appointment.

The Department reserves the right to reassess any applicant's suitability for the role (Eg medical, fitness, criminal history and integrity screening) whilst they are in the Appointment Pool, before making an offer of appointment.

Entry Level Training Program and Probation

All new Prison Officers undertake a 12-week (paid) Entry Level Training Program (ELTP), which is the first component of a 9-month probationary period. During the ELTP, you will complete theory training in topics such as communication skills, the judicial system, welfare skills, cross-cultural awareness, addiction studies, writing skills, offender management, prisoner programs, emergency procedures and communicable diseases. Most of these topics are evaluated through written/theory assessments. You will also complete practical/physical training in Defensive Equipment and Techniques (DET) including self-defence, use of restraints, batons, pepper spray, cell extractions and riot control. Most of these topics are evaluated through scenario and practical assessments. Satisfactory completion of all assessments is required to transition from the Academy to the workplace.

Most ELTPs will be held at the Corrective Services Academy in Bentley, Perth. Regional applicants will have travel and accommodation costs paid for by the Department if attending an ELTP in Perth.

Upon satisfactory completion of the Academy training, you will continue learning on the job as a Probationary Prison Officer whilst completing the requirements to attain the CSC30122 Certificate III in Correctional Practice (Custodial), which is a nationally recognised qualification. During this probation period, you will be required to demonstrate the competent application of specific skills and knowledge within the prison environment, through various formal and informal assessments.

After 9 months, Probationary Prison Officers can be recommended for permanency if they receive a satisfactory performance appraisal from the Superintendent and successful completion of the CSC30122 Certificate III in Correctional Practice (Custodial).

Other information

Special Operations Group

Career progression to the Special Operations Group (SOG) is available to qualified Prison Officers via internal application.

Based in the metropolitan area at the Hakea Prison Complex in Canning Vale, the SOG is the major provider of specialist security and emergency support to all prisons within the State and Banksia Hill Detention Centre.

Services include:

- Security/auditing evaluation
- Operational support functions including high security escorts, searching and perimeter security
- Operational and emergency management training
- 24/7 response to emergencies and major incidents The SOG operates 24 hours a day to provide a state-wide response to emergency situations as required.

Recognition of Prior Service and Experience

If you have relevant and recent custodial experience as a Prison Officer (or equivalent) in a custodial facility, then you can apply to have your prior service recognised, which may increase your salary level once you complete the initial ELTP.

At the time of commencement of employment, we can assess the nature and extent of your previous service; training and qualifications, against the requirements for a Prison Officer with the WA Department of Justice (see the attached JDF).

Accelerated Training Programs

Successful applicants with relevant adult custodial qualifications and experience may be eligible for an Accelerated Training Program (ATP) at the Academy. Accelerated training programs are designed for experienced officers who can demonstrate prior custodial training, knowledge and skills, allowing them to complete training within a shorter timeframe while meeting all mandatory training outcomes.

Eligibility for an ATP is assessed on a case-by-case basis. Applicants seeking consideration will need to provide evidence of at least two (2) years' experience in an adult custodial role. This includes submitting a current CV/resume, relevant qualifications and statements of attainment as part of their application, as well as responding to the relevant application questions.

ATPs may involve a condensed training schedule, frequent assessments, and a greater expectation of self-directed learning. All participants are required to meet the same standards and competencies as those completing the standard training program.

Selection into an ATP is at the discretion of the Academy, based on assessed capability, operational requirements, and training capacity. The Academy's decision is final, and placement in an ATP is not guaranteed.

Please note that the Prison Officer application and selection process is the same for all applicants, regardless of experience or eligibility for accelerated training. Accelerated training options are considered only after an applicant is deemed suitable for appointment.

Drug and Alcohol Policy

Department of Justice as an employer has no tolerance for illicit or illegal drug use, which includes the misuse of prescription and over the counter drugs by an employee, either in their work or private life. The use of some prescription drugs, such as medicinal cannabis containing tetrahydrocannabinol (THC), may also result in your application being rejected. If you have any queries, please contact Recruitment by email recruitment@justice.wa.gov.au.

If employed, random drug and alcohol testing may be conducted once employment has commenced, including during the training process and throughout ongoing employment.

Smoke-Free Policy

The Department of Justice is transitioning to a smoke-free estate, which has been implemented across all women's prisons and the Academy with all other prison sites anticipated to follow before the end of 2026.

How to apply

The method for submitting your application is **online**.

Once you have submitted your online application, you will receive an automated email confirmation. The email will include the date and time your application was received and a unique application reference number. The email will also specify which attachments have been submitted with the application (i.e. CV/resume).

If you do not receive a confirmation email after applying online or if you are unable to submit your application, please contact Recruitment on 1800 974 199 during business hours.

For your application to be assessed, you will need to submit the following:

- A current and comprehensive **CV/resume**
- During the online application submission process, you will need to reply to **two** questions about your personal experiences.

When replying to these questions, we need you to tell us compelling stories about yourself and your experiences. Telling us a story about your life lets you connect with the recruiters and share memorable information about yourself. This will enable the recruitment team to understand how your skills, knowledge and experience relate to the key duties of this role. You need to provide specific examples or explain specific achievements that demonstrate your ability to perform the job-related requirements of this role. The job-related requirements are explained in detail in the attached Job Description Form.

Please note – if you use Artificial Intelligence or ask someone else to write these stories for you, the evaluation of your application may be adversely affected.

The aim is to learn about you and your personal life experiences; one or two sentences will not be sufficient. Please use the 250-word allowance per question to tell us about your suitability for the role.

The two questions are:

1. *Describe a situation where you worked in a team and were required to make an important decision under pressure. Explain the situation, how you managed the team's approach, and what the outcome was. (250 words)*

2. Provide an example of when you were responsible for handling important information. Explain how you organised it, how you ensured accuracy and confidentiality, and why proper information management was important in that situation. (250 words)

Please note: The assessment and selection process for this role may take several months – it is your pathway to a career that makes a difference and lasts.

Please ensure you allow sufficient time to submit your application, as late applications will not be accepted.
The closing time and date can be found on the main advertisement.



Have questions?

For questions regarding the role, recruitment and selection process – contact the Corrective Services Recruitment Team

@ recruitment@justice.wa.gov.au

📞 1800 974 199

Aboriginal applicants who wish to access culturally competent support – contact Aboriginal Workforce Development.

@ aboriginalworkforcedevelopment@justice.wa.gov.au

📞 9264 1700

