

**1. What qualifications are required?**

In recruiting new Corrections/Youth Officers, we look for people with appropriate aptitude and attitude. Applicants should have work experience which ideally includes supervising others. Some staff, for example, have previously worked as supervisors, customer service personnel, trades people, teachers or nurses or within other Government departments. Life experience is a critical prerequisite. Qualification in the following is required to be considered:

- ✓ Valid Standard First Aid & CPR
- ✓ Valid Class 5 driver's License with the ability to attain Class 4 within six months

**2. How do I know if I am a northern candidate?**

The Affirmative Action Policy identifies the GNWT hiring categories. Information can be found at:

<http://www.hr.gov.nt.ca/policy/documents/AffirmativeActionPolicy.pdf>

**3. Would I make a good Corrections/ Youth Officer?**

The Corrections Service values people with maturity, professionalism, dedication and personal integrity who can actively contribute as a team member and be open to continued learning within the organization. The environment is challenging, rewarding and demanding and Officers are expected to be positive role models for inmates. High personal ethical standards are absolutely essential and applicants must meet prerequisites, including medical requirements. If you believe you have these attributes, are reliable, with good communication skills, a career as a Corrections/ Youth Officer may suit you.

**4. Is there a minimum age limit to working as a Corrections Officer?**

While there is no minimum age requirement to work in a correctional environment, maturity and appropriate life experience are very critical attributes.

**5. How much will I be paid?**

You will be paid a training allowance of \$18.42 an hour for the duration of the program and a northern allowance of \$1.77 an hour.

**6. What does a full time Corrections/Youth Officer earn?**

The starting salary is \$32.60 an hour and staff can progress through steps to the top level salary of \$37.01 an hour. In addition you will also earn a shift differential and a northern living allowance relative to the community you are employed.

**7. Where should I submit my application to become a Corrections Recruit?**

We will accept your application **during the competition period** by:

Drop off at:

- Corrections Service  
5<sup>th</sup> floor Courthouse  
4903-49<sup>th</sup> Street  
Yellowknife NT  
867-920-8922

Submit by:

- E-mail: [applycnrtp@gov.nt.ca](mailto:applycnrtp@gov.nt.ca)
- Fax: (867) 873-0299

**8. What is Recruit Screening?**

Recruit screening consists of a series of pre-employment requirements (Criminal Records Check, Medical Assessment and Reference Checks), competency tests, and an interview.

**9. I am unable to report for my scheduled screening appointment. Can I reschedule?**

Yes. But you must do so by contacting Corrections Service at (867) 920-8922 or by e-mail at [applycnrtp@gov.nt.ca](mailto:applycnrtp@gov.nt.ca) in a timely fashion (indicate in subject line 'Recruit Training')

**10. Who do I contact throughout the process to see if I have advanced to the next stage?**

Contact throughout the process will be Mr. Curtis Debogorski, Project Officer, Training and Development Officer.

**11. If I get through the assessment process and am offered a recruit position, do I have a permanent job as a Correctional/Youth Officer?**

No, successful graduates may qualify for future relief (part-time) and indeterminate positions by application at varied facilities within the NWT.

**12. I am a former Corrections Officer/ graduate of a law enforcement program. Will I be required to take the test?**

Yes, the only applicants that are not required to take the pre-employment test are former GNWT Corrections Service employees who separated from division employment and who were Correctional Officers or Correctional Officer supervisors within the past three years and have successfully completed the Corrections Entry Level Training.

**13. I lost my Driver's License or haven't attained a class 5 license. Can I still be screened for a Correctional Officer position?**

No, before you can be screened for a Correctional Officer position you must provide documents to prove that you are eligible to work for us.

**14. I have a criminal record. If I can get it removed from my record (pardoned), will I be eligible for a Correctional Officer position?**

If the conviction is removed from your record by pardon or it is expunged, you may be eligible. Follow the link to apply for a pardon:

[National Parole Board - Pardons and Clemency](#)

**15. I received my completed criminal record check and my record was checked may or may not exist, what do I do?**

If you decide to proceed with the recruitment training program, go to the RCMP and fill out a certified criminal records check, this process will require a fingerprint check. This process can take up to 3 to 4months to complete and at your own cost.

**16. If I am successful for selection, how long do I have to wait before I start?**

Successful applicants normally commence on the Recruitment Training Program within **4-6** weeks of notification of selection.

**17. What does the recruit training consist of and where will I have to go to attend the training?**

The training consists of approximately 240 hours of classroom and administrative instruction. The training normally lasts about six weeks in Yellowknife. Training includes living unit management, defensive tactics, conflict intervention and crisis management, and standards for use of force.

**18. If I am selected for the recruit training what will be my hours of work?**

During the six-week recruit training hours will be 0830-1700 hrs Monday to Friday. If selected for future employment at a correctional centre you may be placed on a rotational roster including shift and weekend work (0700-1500, 1500-2300, 2300-0700 hours).

**19. When I complete training do I have to work in Yellowknife?**

Qualified recruits can apply for relief (part-time) and indeterminate positions at any of the five correctional centres in the NWT.

**20. During the recruit program will I be working in the evening or on weekends?**

It is encouraged that you study in your spare time to ensure that you meet the standards on the course. The program is designed to allow you a balance between your personal and training life.

**21. Is the Corrections training program physically demanding?**

Those selected to attend the Recruit Training program will be required to participate in a program of physical exercises designed to learn defensive tactic techniques. It is highly recommended that prospective Corrections Service employees prepare themselves to participate and meet the above requirements.

**22. Will I have to pay to go to through the Corrections Northern Recruit Training Program?**

No. You will be employed as a casual for a six week period and paid a training allowance (bi-weekly).

**23. When is the next training program?**

There is usually a class twice a year (Spring and Fall) with dates advertised in News/North and on the GNWT Human Resources website.

**24. The location of the Recruit Training is not convenient for me. Is there an alternative?**

Based on the availability of training resources the program is only offered in Yellowknife. Candidates who graduate may qualify for employment in varied correctional centres in the NWT (Inuvik, Yellowknife, Hay River and Fort Smith).

**25. I am currently living outside of the NWT can I still apply for the recruit training?**

Yes, you can apply however preference will be given as per the affirmative action policy. For more information on our policy:

[GNWT - Human Resources - Human Resources Manual - 101 - Affirmative Action Policy](#)

**26. If I apply and am unsuccessful can I apply again?**

Yes.

**27. I applied for the program and have not heard if I have been selected.**

Not all applicants will be contacted for an interview. If you do not hear back by the selection date we thank you for your time and effort in the application process.

**28. Can female staff work in a men's facility, or can they only work in a female facility?**

Male and female staffs are employed to work in all correctional centres with the exception of the Fort Smith Correctional Complex – Female Unit which is only staffed by female employees.

**29. How long does it take to get a job as a Corrections/Youth Officer?**

The length of time between the date you apply and the date you are hired is difficult to predict. It depends on the division's needs in the area where you wish to work, the number of applicants applying for that area and how well they did in the screening, how quickly your former employers respond to our request for an employer reference and other factors.