



Experienced Prison Officer Application Information Pack

THIS BOOKLET CONTAINS INSTRUCTIONS FOR THE ENTIRE RECRUITMENT PROCESS INCLUDING COMPLETING THE APPLICATION, TESTING AND INTERVIEWS.

KEEP THIS BOOKLET FOR REFERENCE, DO NOT SUBMIT WITH YOUR APPLICATION

SUBMITTING YOUR APPLICATION

Applications can be mailed to: The Recruitment Officer
Department of Corporate and Information Services (DCIS)
GPO Box 2391
DARWIN NT 0801

or Hand Delivered to : DCIS Recruitment
4th Floor Darwin Plaza (in the Mall)
DARWIN CITY, NT

**Late Applications will not be accepted.
Facsimile (Fax) Applications will not be accepted.**

APPLICATIONS CLOSE: Close of Business, Friday 12 October 2007

This package is designed to provide the information you require to decide whether or not you want to pursue a career in the Northern Territory as a Prison Officer and the steps to follow should you decide to proceed with your application. Please contact the Northern Territory Correctional Services (NTCS) Training and Staff Development Unit (SDU), Training Support Officer (TSO) on 08 8935 7101 for any queries regarding your application and throughout the recruitment process. Any information or advice received from other parties should be verified by contacting the TSO.

**PLEASE ENSURE ALL REQUIRMENTS OF THE APPLICATION ARE MET AS
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

PRIVACY NOTICE - The Department of Justice (DOJ) is collecting personal information on the application to assess your suitability for employment as a Prison Officer in Training. Failure to provide this information or withholding of information relating to your application may adversely affect the assessment of your integrity and may result in the rejection of your application, or the cancellation of your appointment. In the event that you are successfully appointed, your name will be displayed in the DOJ internal newsletter.

You may access and/or correct your personal information provided in the application form. If you have any queries please contact the Information Officer, Department of Justice, GPO Box 1722 Darwin NT 0801 or telephone (08) 8935 7625 or fax (08) 8935 7629

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WORKING AS A PRISON OFFICER

Overview

Northern Territory Correctional Services (NTCS) operates two adult correctional centres in the Northern Territory; Darwin Correctional Centre and the Alice Springs Correctional Centre. The prisons cater for all classifications of prisoners, i.e. maximum, medium, minimum and open security prisoners, both male and female.

Type of Work

The job profile of a Prison Officer, outlining the type of duties they perform, is enclosed as part of this information package.

Prison Officers are responsible for the safe, secure and humane control of prisoners and provide assistance in developing prisoners' work and social skills.

Conditions of Employment

Prison Officers employed at the Alice Springs Correctional Centre work 12 hour shifts on a rotating 28 day shift roster.

Prison Officers are entitled to six weeks recreation leave per year, with an additional one week leave for working ten Sundays or more during a calendar year.

After ten years service Prison Officers are entitled to four months Long Service Leave.

Leave entitlements accrued in previous government or other approved employment may be carried over to the NT government. You will need to apply through your on site HR representative on commencement.

Salary

The current salary for Prison Officers working in a gazetted prison is \$39,437 (\$52,846 inclusive of allowances). A Northern Territory Allowance of \$960 per annum is payable to officers with dependents.

(Salaries are current at time of advertising).

Training

Experienced Prison Officers receive 2 weeks training in local and core competencies and legislation. Successful completion of the training will allow you to commence on an operational roster.

Removal and Relocation Expenses

NT Correctional Services will pay reasonable removal expenses for you and your family to relocate to Alice Springs. In terms of this payment what is reasonable will be assessed by the Manager Human Resource Services Department of Justice.

Relocation expenses will be in accordance with current NT Public Sector guidelines which at present are \$423.00 per fortnight without dependents and \$584.00 per fortnight with dependents for up to six (6) fortnights from commencement.

JOB PROFILE OF A PRISON OFFICER

Primary Objective

A Prison Officer works as part of a team responsible for the safe, secure and humane control of prisoners within and external to correctional centres. Prison Officers duties also require interaction with prisoners, guidance and assistance with programs that will assist with prisoners' rehabilitation.

A significantly high percentage of prisoners (average over 80%) are of Aboriginal and Torres Strait Islander descent; therefore it is essential that Prison Officers have an awareness and appreciation of the Aboriginal and Torres Strait Islander culture.

In order to meet our statutory obligations of providing safe and secure custody for prisoners it is required that Prison Officers work a shift work roster.

Key Responsibilities

- Supervising prisoners, which includes monitoring and observing them at all times.
- Employing appropriate security measures to ensure the safe custody of prisoners including monitoring property and equipment and conducting random searches of property and prisoners.
- Advising prisoners of their rights and their responsibilities whilst in custody.
- Ensuring prisoners maintain acceptable levels of hygiene and cleanliness by conducting regular cell inspections and encouraging and promoting cleanliness.
- Assisting in determining a prisoner's rehabilitation plan and encouraging prisoners to participate in their rehabilitation & reintegration plan.
- Providing reports on individual prisoners' rehabilitation progress, or their security, welfare or behaviour.
- Undertaking escorts (transport & supervision) of prisoners outside the prison.
- Providing formal reports on prisoners or on incidents that occur in a prison.
- Responding to emergencies (including prisoner conflict, injuries & medical crisis's)
- Participate in training to maintain currency of core qualifications.

SELECTION CRITERIA

Essential

- ✓ Fit and healthy (confirmed by fitness testing)
- ✓ Satisfactory outcomes of literacy, numeracy and situational testing
- ✓ Good written and oral communication skills
- ✓ Be of good character
- ✓ Criminal history relevant to the specific requirements of the job will be considered in determining suitability for appointment
- ✓ Eligible to be granted a firearms licence
- ✓ Australian Citizen or Permanent Resident Status
- ✓ Minimum of Year 10 or equivalent
- ✓ Senior/Intermediate First Aid Certificate issued within the last 12 months *
- ✓ A current, unrestricted, manual drivers licence **
- ✓ Must possess a high level of maturity and demonstrated life skills, consequently the preferred minimum age is 22 years
- ✓ Awareness and appreciation of the Aboriginal and Torres Strait Islander culture
- ✓ High standard of interpersonal skills
- ✓ Competency in basic computer skills

* Certification in first aid is required for successful applicants prior to commencing training

** Successful Interstate applicants must transfer to a NT licence prior to commencing training

INSTRUCTIONS FOR COMPLETING THE APPLICATION

- Read all of the information supplied before you begin completing the application
- The application must be completed in your own handwriting in **black** biro
- All questions must be answered in full. ('Refer Resume' is not acceptable)
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**
- If space provided is insufficient, a separate sheet should be attached
- Attach numbered copies of documents using the checklist & instructions.
- The following information is designed to assist you in completing the application correctly. Please use this as a reference as you are completing each section

Section I – Personal Details

Please use BLOCK LETTERS in this section, ensure all answers are clear & legible.

- | | |
|---------------------------------------|---|
| Other Names: | Please indicate any other names by which you are or have previously been known, including maiden name or previous married name if applicable. It is not necessary to include nicknames. |
| Residential Address | If this is the same as your postal address please enter 'As Above' |
| Telephone | If your application is proceeding to testing or interview you will be advised via telephone. It is important we are able to contact you, or leave a message for you during business hours. Any contact made on your business number will be discreet, however if you prefer not to be contacted at work it is acceptable to leave this section blank. |
| Best Contact | Please indicate the best way to contact you, or order of preference using the initials H for home, B for business, M for mobile. |
| Citizen or Permanent Resident | You must be an Australian Citizen, or have permanent residency status to be eligible to apply for employment as a Prison Officer. If you were not born in Australia, you must supply a copy of your Citizenship or Residency documents. |
| NT Drivers Licence | At the time of application you must possess a current, manual, unrestricted Drivers Licence. A copy of the Drivers Licence must be attached to the application. If you are applying from interstate, your licence must be transferred to a NT licence prior to commencement. Selected participants must produce a current, manual, unrestricted NT licence prior to commencement on Day 1 of a training course. |
| Nominated person as alternate contact | This section is optional; you do not have to nominate an alternate contact. If you are hard to contact during the day, or work out of town, you may like to nominate another person to receive information regarding your application. The details of your application cannot be discussed with anyone except yourself unless that person is nominated in writing. |
| Next of Kin: | This person may be contacted in the event of an emergency, or if we have been unable to contact you on the numbers provided for an extended period of time. |

Section II – Education and Training

Education and Training: Please attach copies of any Certificates you have to support claims you make regarding training or qualifications. In some instances, evidence of further education may be submitted in place of school certificate, to show that the minimum requirement for education has been met.

First Aid Certificate: Please indicate if you hold a Senior or Intermediate (depending on issuer) First Aid Certificate. It is not necessary to hold a certificate at the time of applying; **however you must have a senior first aid qualification issued within twelve months prior to commencing employment.**

Section III – Employment History

Provide a complete employment history for the past 10 years, starting with your current employment situation. The history should be continuous for 10 years, so if you have had periods of unemployment, please list these too. Additional pages can be attached at the end of the application pack can be used if more space is required (use the tick box to indicate if additional information is attached). A referee may be asked to verify the details you submit. Do not write 'Refer to Resume' or similar in any section, if you do so your application may be considered incomplete and not progress further.

The panel may ask your referees to verify or expand upon your answers during interview.

In the first column **Type FPC** please indicate your employment type – Full Time (F) Part Time (P) or Casual (C).

Section IV – Referees

Work Referees: It is essential for your application to be properly assessed that we are able to contact a referee from your current employment, or if you are currently unemployed, your most recent employment. **Referees are not contacted until after interviews are conducted.** You may choose not to advise your referee of your application unless you reach interview stage. We recommend you discuss your application with any referee prior to us contacting them. Your referee may be asked to verify claims you have made in your application and during interview.

Personal Referees: Please list details of two persons who have known you personally for at least two years and are not relatives.

Written References: You may elect to provide copies of recent, relevant written references. These should be attached and numbered as per the checklist and instructions for attachments. Please tick the box to indicate if written references are attached.

Section V – Why Do You Want to Work in the NT as a Prison Officer?

In your own handwriting, and at least 100 words, explain why you would like to work in Alice Springs as a prison officer. Remember that 'good written and oral communication skills' form part of the essential selection criteria.

Section VI – Firearms Licence

“Section 40(1) of the Firearms Act states that a licence, permit, or a certificate of registration to obtain a firearm is automatically revoked on the making of an order under Section 4 or 5 of the Domestic Violence Act against the holder. Section 10 (3) of that Act states that the Commissioner will not grant a licence unless satisfied that the applicant is a fit and proper person. In determining whether a person is fit and proper, reference is made to 10(3) (g) which states 'is not subject to a restraining order within the meaning of the Domestic Violence Act, or has not, within the period of 5 years before the application for the licence was made, been subject to a restraining order'”.

Prison Officers are required to be eligible to be granted a Firearms Licence. When submitting an application for employment as a Prison Officer In Training, you are giving consent for information about any Domestic Violence Orders within the last 5 years, whether orders have been withdrawn or been dismissed, to be released to Northern Territory Correctional Services as part of the Criminal History Check. By completing and signing Section VI of the Application Pack, you are certifying you have read and understood the conditions listed above, and believe you are eligible to be granted a Firearms Licence. Failure to disclose known information relating to eligibility may result in the rejection of your application or dismissal.

Section VII – Medical Information

Self Assessment Please complete this section thoroughly and honestly. To ensure we are able to provide a safe working environment, it is important we have full knowledge of any medical condition you may have, or have previously suffered from. NTCS may contact your medical practitioner to verify claims made in the self assessment. You may be asked to clarify or expand upon declarations made in the self assessment by NTCS staff assessing your application, or by the panel during interview.

Medical Authorisation This form gives NTCS permission to receive information from your Medical Practitioner regarding your medical history, and to clarify or seek additional information on aspects of the Medical Assessment or Self Assessment. Please complete and sign this form in the presence of your doctor, and have your doctor complete both this form and the Medical Assessment.

Medical Assessment **THIS MEDICAL ASSESSMENT IS TO BE UNDERTAKEN AT YOUR OWN EXPENSE.** Your Medical Assessment and Authorisation should be completed by your regular doctor, or a doctor whom you have consulted previously if possible. The practitioner must make a declaration on your ability to safely perform the prescribed components of fitness assessment. Your medical practitioner may be contacted by NTCS to clarify or expand upon information given in the Medical Assessment. You may be asked to clarify or expand upon information given in the medical assessment by NTCS staff assessing your application, or by the panel during interview.

NOTE: Completed Medical Self Assessment, and the Fitness Assessment Information in your Application Information Pack must be provided to your medical practitioner. They will be asked to verify they have read these documents.

Section VIII – Acknowledgement and Informed Consent

All applicants are required to have a medical check up and clearance with a private medical practitioner to ensure they can safely participate in the fitness assessment. The fitness assessment is designed to replicate the physical demands of the position, and satisfactory completion of all the elements of the assessment indicates the capability to perform the physical requirements for the position. Your medical practitioner is to complete the medical assessment form and medical authorisation provided in the application pack. Cost incurred for Medical Assessments will be your responsibility.

No applicant will be permitted to undertake the physical fitness assessment unless:

- They are cleared to do so by a medical practitioner.
- The Informed Consent and Acknowledgment has been signed and witnessed.

You must read all the information contained in this pack relating to the elements contained in the fitness assessment and sign the acknowledgement that you are fully aware of all the physical requirements. You must also sign and have witnessed the informed consent included in the application pack. The Informed Consent confirms you agree to assume all risk in relation to the assessment.

If you have any queries regarding the Fitness Assessment, Acknowledgment or Informed Consent please contact the Training and Staff Development Unit on 08 8935 7103.

Section IX – Applicant Checklist

The first section in the checklist is to assist you to check that your application is complete. Not every aspect of the application is listed individually, the major sections and items that have commonly been omitted in the past or are easy to omit are listed to *assist* you. We recommend you thoroughly check every part of the application prior to submission.

The Attachment Checklist is to assist you in ensuring all required documents are included and submitted with your application. **Only submit copies of documents, not originals as they will not be returned.** Use the check boxes on the left to indicate which documents are attached. Use the space on the right to record the document number (see instructions below). All documents listed as 'Essential' must be attached in order for your application to be considered complete. Documents listed as 'Optional/Elective' should be attached if relevant, if in support of your application, or to verify claims made in your application. Additional space is given for you to attach documents which are not listed. Please include a brief description of any additional documents.

You are required to attach the documents in the order specified, to number all documents sequentially (starting with 1) in the top right corner and to record the document numbers on the checklist. This allows you to be sure that all documents are submitted and can be accounted for. Ensure your documents are securely attached to the back of the checklist page.

Section X –Criminal History

Please complete this page thoroughly and in detail. You must make full disclosure of all criminal convictions including spent convictions and juvenile offences. Failure to disclose may result in your application not being successful or cancellation of your appointment.

The Criminal Background page is removed from the application and sent to Human Resources for assessment, along with the Criminal History Report received from the Police. Human Resources will assess the relevancy of any offence with respect to the duties of the position. Any criminal history findings or declarations are kept strictly confidential, and are not disclosed to any other person, including the Selection Panel conducting interviews. This ensures you will not be unfairly discriminated against in the Selection Process, and protects your privacy.

You may elect to include the circumstances surrounding any disclosure you make in the section provided, as this may assist Human Resources to make a fully informed and fair judgement.

Factors considered in the assessment include:

- Nature of the offence;
- Scope of an individual's criminal history;
- Period of time that has elapsed since the offence took place
- Age at which the offence was committed i.e. juvenile or adult;
- Type and severity of any penalties/punishment imposed and whether the individual successfully completed the court order;
- Evidence of an extended criminal history;
- Whether the offence is still a crime;
- Mitigating or extenuating circumstances in relation to the offence committed;
- General character since the offence was committed;
- Degree of rehabilitation (may obtain further information with applicant's consent);
- Other factors that may be relevant for consideration eg level of risk involved.

Discrimination on the basis of 'irrelevant criminal records' is generally prohibited by the Northern Territory Anti-Discrimination Act. Irrelevant records include such things as acquittals, withdrawn or dismissed charges, pardons and convictions for offences where the circumstances relating to the offence are not directly relevant to the situation. Criminal record information is not used for any purpose other than to determine suitability for employment to a position. Confidentiality is a fundamental consideration when handling or disseminating information and privacy is ensured by preventing unauthorised access and unauthorised use of information.

If you proceed to the Interview Stage of the Selection Process you will be required to submit the Authority to Release Criminal History Form (included in this information pack) at your local police station (Darwin applicants; the form can only be lodged at the Mitchell Centre Station). Instructions for completing the Authority To Release Criminal History are included with the form. You will be required to provide fingerprints when you submit the form, and you will be responsible for the processing fee. Please keep your receipt and send a copy, for verification you have undertaken the criminal history check, to:

NTCS SDU
Training Support Officer
GPO Box 3196 **or** faxed to 08 8935 7106
Darwin NT 0801

SUBMITTING YOUR APPLICATION

Applications close: Close of Business - 12 October 2007

Only the Application should be submitted. Keep the Application Information Pack for reference, it contains all the details you will need for each stage of the recruitment – including when and where to attend assessments and interviews. Ensure that your attachments are securely fastened to the application checklist page, do not submit your application with any loose paper. If you downloaded the application from the internet, you should have a total of 12 pages of application, plus any attachments, ensure they are securely fastened. Staples are preferable, or clips from a clipper gun (NAL clips) are acceptable, please do not use paper or bulldog clips as these come loose or are too bulky.

FACSIMILE (FAX) AND ELECTRONIC APPLICATIONS WILL NOT BE ACCEPTED

BY MAIL: If you are mailing your application, ensure you allow sufficient time for delivery (especially if you are sending from interstate or outside of Darwin). The application must be **received** by the closing date, regardless of when you post it. Mailing address for applications is:

The Recruitment Officer
Department of Corporate and Information Services
GPO Box 2391
DARWIN NT 0801

HAND DELIVERY: Applications can be hand delivered to DCIS recruitment in Darwin or Alice Springs, at the addresses listed below.

DARWIN: DCIS Recruitment
Level 4, Darwin Plaza (in the Mall)
DARWIN NT

LATE APPLICATIONS WILL NOT BE ACCEPTED

STAGE 1 - INITIAL APPRAISAL OF APPLICATION

1. Your application will be registered by DCIS, and DCIS will send you a letter of acknowledgement.
2. All applications will be checked against a standardised checklist, to ascertain that the application is complete and all attachments are present.
3. The application will be assessed against the Selection Criteria to determine if all essential criteria have been met. (You may be contacted to provide additional information if necessary.)
4. If the application is complete, and all Selection Criteria are met you will proceed to Stage Two – Assessments. You will be notified by telephone.
5. If the application is incomplete, or all Selection Criteria have not been met you will receive a letter from DCIS advising your application was unsuccessful. You will be given the opportunity to contact Training and Staff Development for feedback.

STAGE 2 - ASSESSMENTS

Fitness Assessment

All applicants will be required to complete the Fitness Assessment as soon as possible after being notified they have progressed to Stage 2 of the selection process. They will need to identify a suitable gym, and make an appointment. The person conducting the assessment must be an accredited Fitness Instructor.

The applicant then needs to contact NTCS Training and Staff Development with the details of the gym. NTCS will make contact with the gym to discuss the components of the assessment, arrange payment of fees, and supply assessment forms. At the time of the assessment the instructor will complete the form and return the completed form to NTCS Training and Staff Development. The results will be assessed by NTCS Training and Staff Development using the same criteria as all other fitness assessments.

Literacy and Numeracy, and Situational Assessment

Applicants may be required to complete the Literacy and Numeracy and Situational Assessments. This is dependent on your qualifications in respect of the Correctional Services Training Package. If this assessment is required it will be completed prior to interview.

Literacy/ Numeracy and Situational Assessment

The Literacy and Numeracy Assessment is designed to determine your literacy and numeracy level is adequate for successful completion of the Certificate III in Correctional Practice if you do not already have the qualification. The assessment content is derived from a number of sources, and is linked to the Selection Criteria though the minimal education requirement of Year 10 or equivalent. The pass mark for the Literacy and Numeracy Assessment is 70%. The content of the assessment may include, but not be limited to sections on Spelling, Grammar and Punctuation, Comprehension, Calculations, Time, Logic and Reasoning.

The Situational Assessment is a scenario based set of questions. You will be given a situation and you must provide a written response. The questions are designed to assess your judgement, problem solving abilities and decision making processes. The questions are prison based scenarios, or situations that may arise in a general work day at the prison, however, you are not expected to have legislative or operational knowledge of the prison environment and this knowledge is not necessary to provide a response. The pass mark for the Situational Assessment is 70%

If you are required to undertake these assessments the time allowance is 1 hour and 15 minutes. You will be supervised at all times, and advised when there are 15, and then 5 minutes remaining. When the time is completed, unless you have already completed the assessment, you will be instructed to cease writing, and your assessment will be collected. If you have completed this assessment before the allocated time, you may submit your assessment to the supervisor and leave the room.

Fitness Assessment

FREEDOM OF CONSENT

Your permission to perform this physical test is voluntary. ***You are free to withdraw from the test at any stage.*** However, completion of all test aspects is required for you to be considered for selection

Prison Officers require a high degree of physical fitness to perform their duties. The fitness assessment is derived from Australian Law Enforcement Agencies, and other Correctional Service Jurisdictions. It is an accurate method of testing an individual's ability to perform the physical aspects of the position. The requirement levels are based on National Standards for fitness levels. A summary of the components of the assessment and their purpose is given below, followed by a full description of each test. In each component of the test, you are advised to continue to your full ability, rather than stop when you reach the required level.

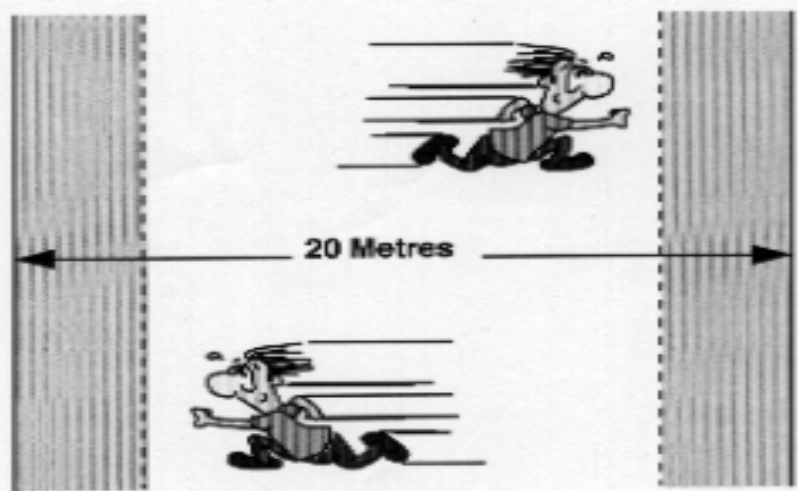
TEST	PURPOSE OF TEST
20m Progressive Shuttle Run (Beep Test)	Aerobic Fitness/Cardiovascular System
Agility Run	Agility & Flexibility
Sit and Reach	Flexibility
Push-Ups	Upper body strength
Chin-ups	Upper body strength
Sit-Ups	Abdominal strength

FITNESS ASSESSMENT

Progressive Shuttle Run (Beep Test)

In this test applicants run 20 metres, prop, turn and run back again when the “beep” on the recorder sounds. At the time a beep sounds, you must have one foot either on or behind the line at the end of the track you are running on. After each minute passes, the beeps on the audio tape become closer together, so therefore you must run faster.

The beeps start very slowly, approximately 9 seconds apart for level 1.1, then decrease by .02 of a second each time.



Each level has eight stages, which you need to complete until your required level is reached. You have one ‘chance’ in the test - if the beep sounds before you touch the line, the test supervisor will raise their arm to indicate you did not reach the line in time. You must turn and make it to the return line before the next beep. (the supervisor at the end you are running to will also raise their arm, indicating to you that you need to make up time from the previous end) If you make it to the return end before the beep you are safe, and can continue. If you do not make it to the next line before the beep you are eliminated from the test.

Required level for the Progressive Shuttle Run (Beep Test)

Age	Under 29	30-39	40-49	Over 50
Male	8.6	7.6	6.6	5.2
Female	6.2	5.4	4.9	3.7

Sit and Reach Flexibility Test

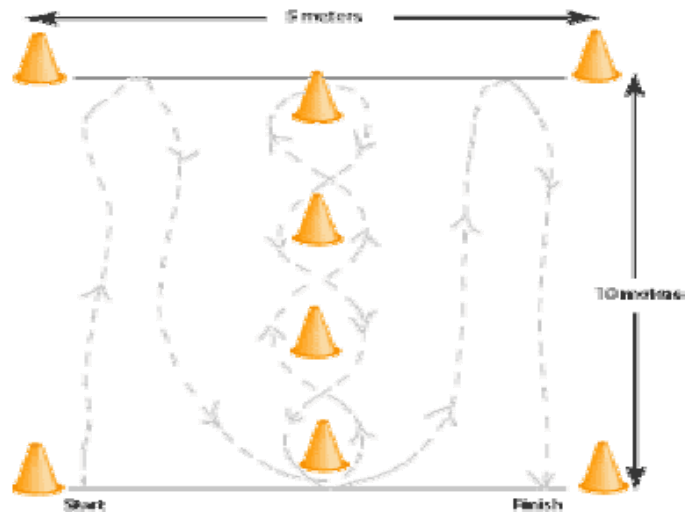
Applicant is seated with shoes removed, knees straight, legs abducted. Tips of middle fingers are placed against vertical surface of scale rider. Applicant pushes scale rider forward as far as possible in **smooth, controlled motion** by flexing at trunk and hips only, final position with fingertips against scale rider to be **held for three seconds**. Best valid score from three attempts is recorded. Bouncing, jerking forward, bending knees and not holding the final position for three seconds will result in the attempt being deemed invalid.

Required level for the Sit and Reach Test

Age	Under 29	30-39	40-49	Over 50
Male	+4	+3	+1	-1
Female	+7	+5	+5	+4

Illinois Agility Test

The purpose for this test is to assess speed, agility and balance. The length of the course is 10 metres and the width is 5 metres. 4 cones are used to mark the start/finish and two turning points. Another 4 cones are placed down the centre of the course at equal distances apart. Participants should lie on their front facing the start line with their hands by their shoulders. On the command “Go” the stopwatch is started, and the applicant gets up as quickly as possible and runs around the course in the direction indicated, without knocking the cones over, to the finish line, at which the timing is stopped.

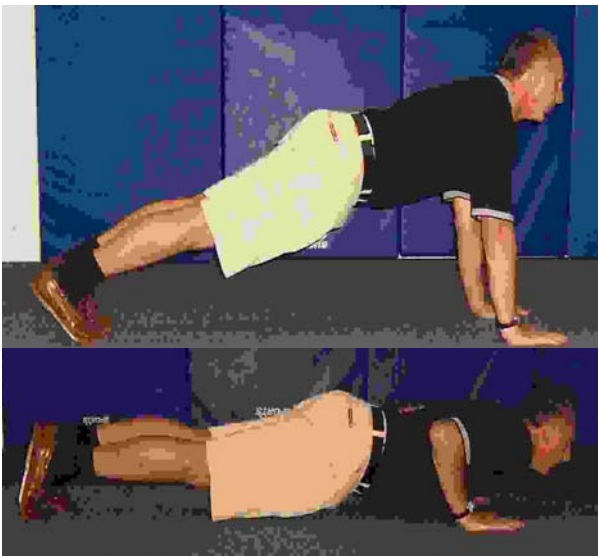


Required Level for Illinois Agility Test

Male – 22 seconds

Female – 26 seconds

Push-ups



Start in the up position with toes on the ground, feet together but no more than shoulder width apart, palms flat on the ground and shoulder width apart. Back remains straight.

Candidates should then lower themselves down whilst keeping their back and body straight. Bending arms to a 90-degree angle from the shoulder to the elbow. A 10cm gap between the chest and the ground at the lowest point in the down position.

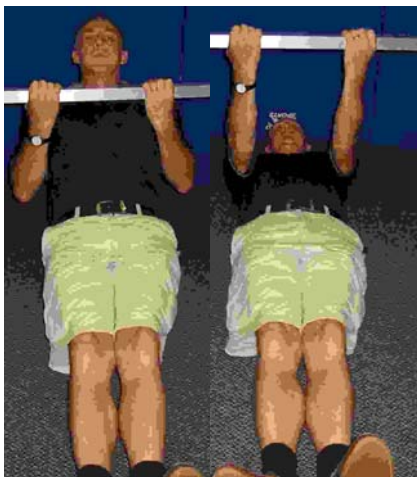
Candidates then raise body, whilst keeping back straight to the full arm extension position. The test supervisor will control the speed of the push up by instructing ‘down’ and ‘up’ to the candidate.

Required Level for Push Ups

Male – 18 Repetitions

Female – 3 Repetitions

Chin-ups Modified Method (Horizontal)



Start with a straight arm hang from test frame horizontal bar using an overhand grip. Pull body upwards so that chest is touching the bar and return to extended elbow position. Body is to remain in horizontal position during test, without flexing.

Required Level for Modified Chin Ups	
Male – 10 Repetitions	Female – 5 Repetitions

Sit-ups



The applicant begins by lying straight on the floor, knees bent at 90°, arms held straight out resting on the front of the thighs.

The participant raises themselves, keeping the soles of the feet on the floor, moving the hands up the thighs until the wrists pass the knees, pause, then lower the shoulders back to the floor in a controlled manner. The feet must stay flat on the floor at all times.

Required Level for Sit-ups	
Male – 10 Repetitions	Female – 5 Repetitions

STAGE 3 - INTERVIEWS

Applicants who successfully complete all the assessments will be notified by telephone, and an interview date and time will be arranged.

Applicants who are unsuccessful at assessment stage two will receive a notification letter from DCIS. Contact for feedback will be provided in the letter.

INTERSTATE INTERVIEWS

Interstate applicants required for interview will have that interview conducted by video conference facilities in their home State or Territory. In the event that an interstate applicant wishes to have a direct personal interview they will be responsible for meeting their own transport and accommodation costs for the interview.

Criminal History

If you are selected for interview you will be required to undergo a full criminal history check. An Authority to Release Criminal History Form and instructions for completing the form are attached at the back of this pack. [The cost of this check will be at your expense.](#) You must submit the form (with payment) to the Police as soon as practicable after being advised of interview. (Darwin applicants note that the form must be submitted at the Mitchell Centre Station) The receipt issued by the police must be kept and a copy mailed to:

NTCS SDU
Training Support Officer
GPO Box 3196 or faxed to 08 8935 7106
Darwin NT 0801

If you are not successful in being placed on the recruitment register the criminal history check will be returned to you. **See Section X, for full details on Criminal History Policy**

Referee Reports

After interview, your referees will be contacted by the panel. You should take time to discuss your application with your nominated referee prior to them being contacted.

STAGE 4 – FINAL SELECTION

Selection

Final selection will be based on your suitability for employment as a Prison Officer. A Selection Report is compiled based on the outcome of your application, assessments, and your interview and referee reports. Recommendations are made in the report of 'suitable' or 'not suitable'. The Selection Report is submitted to Human Resources, who assess the Criminal History Report, and Background declaration for those recommended as suitable. Human Resource may make further recommendations of 'not suitable' based on criminal history (see Section X, Page 10 for full details on criminal history policy). The Report is then submitted to the Executive Director, Northern Territory Correctional Services for review and approval. Recommendations made by the panel and Human Resources are not definitive until the report has been accepted by the Executive Director.

Notification

Successful applicants will be notified by telephone, and subsequently sent a letter; this letter will outline the conditions of service.

GOOD LUCK WITH YOUR APPLICATION!