

Alberta Sheriff Recruitment Process Document

To complete the recruitment process, candidates will be required to provide the following:

- **Resume & Cover Letter**
- **Personal Disclosure Questionnaire**
- **Standard First Aid and CPR Level - C certification with AED**
- **Valid Class 4 Driver's License** (*Graduated (GDL) or learners licenses will not be accepted*)
- **Current 10-Year Commercial Driver's Abstract**
- **Enhanced Certified Criminal Records Check with fingerprinting** (issued within the last 6 months)

The steps below outline the recruitment process and indicate the points at which candidates will be required to submit specific documents.

Step 1. Application and Documentation Submission

When uploading documents, please upload them individually, name each file appropriately using your legal name, and upload them in an appropriate format (PDF, WORD doc, Picture, etc.). Failure to complete documentation with your legal name will delay or invalidate your application.

Resume

- Please provide current information that clearly and concisely demonstrates how your qualifications meet the advertised requirements, including education, experience, and relevant examples of required competencies.
- To accurately reflect your related experience/education, please include dates (including months and years) associated with all education and work experience. Also, please indicate whether your work experience is casual, part-time or full-time.
Example: February 2006 – June 2009: Loss Prevention Officer (PT three 8 hr. shifts/week).

Cover letter

- Please ensure your cover letter outlines how your experience aligns to the role and qualifications in the job posting and provides information that is not included in your resume.
- Your cover letter should include examples of how you have demonstrated the requested competencies and descriptions of key accomplishments.
- Must be JR-specific; documents from previous competitions or other ministries will not be accepted.

Personal Disclosure Questionnaire (PDQ)

- The information requested in the PDQ is essential for determining the suitability, eligibility, and qualifications for appointment as a peace officer with Alberta Sheriffs. This form can be completed digitally or printed and filled out by hand.
- Please ensure you provide full details for any question on the PDQ that you answer “Yes.” If the form does not include a drop-down option or space to add comments, please record your explanations on a separate sheet and submit it with your completed form.
 - **If you are using a separate sheet, please include:**
 - The PDQ question number
 - A detailed explanation for your “Yes” response
- Must be JR-specific; documents from previous competitions or other ministries will **NOT** be accepted
- Participation in the recruitment process is voluntary; however, applicants who wish to be considered must fully complete the Personal Disclosure Questionnaire as part of the application.

[PDQ Form - Fillable](#)

[PDQ Form - Printable](#)

How to Download and Digitally Sign the PDQ Form

1. **Click the PDQ Form – Fillable link** provided.
2. Once the form opens, click the **download icon** (arrow) in the upper right corner.
3. Then save the file to your computer.
4. Open the PDF using <https://get.adobe.com/reader/>
5. Complete the Form.
6. Use the **Digital Signature** feature to sign. (How to [Use digital signatures](#))
7. Save the signed PDF and share as needed.

Work Permit

- If you are currently on a work permit, please ensure that a valid copy of your work permit is uploaded to your profile at the time of application submission.

International Education Credentials

- It is recommended applicants who have completed post-secondary studies from outside of Canada obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS)(<https://www.alberta.ca/international-qualifications-assessment.aspx>) or other recognized Canadian Credential Evaluators. Please visit the Alliance of Credential Evaluation Services of Canada for more information (<https://canalliance.org/en/default.html>).

Standard First Aid and CPR Level-C certification with AED

- You must provide certification of current and valid training (attached is the list of accepted first aid providers) <https://ohs-pubstore.labour.alberta.ca/fa018>
- If you currently do not possess these certifications, you have until **March 9th, 2026** at 11:59pm MDT, to obtain and upload a valid copy of completion. Failure to do so will result in your elimination from the competition.

Current 10-Year commercial driver's abstract

- Please make sure to request a commercial driver abstract **NOT** a summary of driving record. [Sample](#)
- Please note that candidates are eligible to obtain a Commercial Driver's Abstract even if they have been driving for less than 10 years and even if they have not driven commercially.

Valid Class 4 Alberta Driver's License

- Graduated (GDL) or learner's licenses will **not** be accepted.
- Provide a picture of the front and back of driver license (attached is a list of Driver's License Class equivalencies) [Alberta Driver's License Equivalencies.docx](#)
- If you currently do not possess this license or equivalent, you have until **March 9th 2026**, at 11:59pm MDT, to obtain and upload a valid copy of completion. Failure to do so will result in your elimination from the competition.

Pre-Screening Questions

- Please ensure that you are accurately indicating your preferred location(s) in order of preference. The availability of positions at each centre is subject to ongoing change. If no positions are available at a location of your choice at the time of application, you may be offered an alternate location on your list of preferences.
- **Please note that the information provided in your responses will be subject to verification against your résumé and other submitted materials, so it is important that you answer truthfully and accurately.**

Once you have submitted your application, uploaded the required documentation, and the competition has closed, your application will be reviewed.

Step 2. Recruitment Assessment Centre (RAC)

Candidates who meet the initial screening requirements will be invited to attend the Recruitment Assessment Centre, offered in both Calgary and Edmonton, Alberta.

Calgary RAC Dates: April 20-24, 2026

Edmonton RAC Dates: May 11–15, 2026

During this session, candidates will complete the following components:

1. Examination

- Multiple Choice Exam – 30 multiple choice questions and 1 written response to be completed in 30 minutes.
- Questions will be integrity, ethical and decision-making based.

2. Written Assessment

- You will be required to complete a 15-minute written assessment on a topic given by the Alberta Sheriffs, used to evaluate your written communication skills.

3. Panel Interview

The 45-minute interview will be conducted by two panel members. The interview is competency based, including both behavioral and technical questions.

- Candidates will be assessed on the competencies outlined in the job posting
- https://www.alberta.ca/system/files/custom_downloaded_images/psc-alberta-public-service-competency-model.pdf

4. Personal Disclosure Interview

- A 45-minute interview will be conducted by a member of the Alberta Sheriff Branch, focused on answers you provided on the personal disclosure questionnaire (PDQ).

5. Physical Ability Requirement Evaluation (PARE) Test

- The Physical Ability Requirement Evaluation (PARE) test must be completed with the Sheriff Branch at the Recruitment Assessment Centre. A passing time for the PARE test is under four minutes and forty-five seconds (4:45).
- Candidates will be required to bring the following PARE document (paid for by applicant):
 - PARE medical consent form (must be completed by a physician)
- Please remember to bring the form to the Recruitment Assessment Centre.
- The form will be emailed to candidates that are selected to attend RAC along with your interview invitation.

Step 3: Post-Recruitment Centre

Candidates that are successful on ALL components of the Recruitment Assessment Centre will be contacted via email about the next steps. Candidates that are deemed unsuccessful at this point will also be contacted via email. Emails will be sent out **within two weeks** of the completion of the Recruitment Assessment Centre.

Step 4 – Psychological Testing

This comprehensive psychological assessment is used to evaluate job-specific behavioural competencies like impulse control, stress tolerance, and social skills. The evaluation typically includes standardized tests and clinical interviews, with the cost covered by the government.

Candidates will be contacted by the psychology assessment team to schedule and complete this testing.

- Following the assessment, candidates will be contacted via email and advised if they are deemed acceptable or unacceptable by the psychology assessment team. If deemed acceptable candidates will move to the next step.
- Candidates deemed unacceptable will not be re-considered for positions within the Sheriffs Branch that require a psychological evaluation, for a period of one year.

Step 5 - Pre-employment medical

Candidates will be emailed a pre-employment medical package to be completed by a physician. The package includes a comprehensive medical examination, vision and hearing assessments. All costs associated with completing the medical package are the responsibility of the candidate. [Medical standard for Alberta Sheriff applicants.](#)

- Medicals will be reviewed to ensure standards are met. If deemed acceptable candidates will move to next step.

Step 6 – Pre-Employment Checks (References and Academic Verification)

Candidates will be required to supply three supervisory references. One of these supervisory references **must** be your current supervisor.

- If applicable, verification of relevant academic credentials will occur.

Step 7 – Enhanced criminal records check (Fingerprints)

This must be initiated within 60 days from the start date. This is paid for by the candidate. Successful candidates will be provided instructions to proceed to a Policing Agency or RCMP accredited agency to complete this task. ([Private Fingerprinting Companies Accredited by RCMP](#)).

After completing the fingerprint-based Criminal Record Check, you will receive the results from the issuing agency. It is your responsibility to forward a copy of the results to sheriffrecruitment@gov.ab.ca.

Step 8 – Conditional offer of employment

Candidates will receive a conditional offer of employment on the terms of:

- Successful completion of Sheriff recruit training
- The ability to obtain and maintain a Peace Officer Appointment.

To obtain a Peace Officer Appointment candidates must meet the following requirements:

- Must be 18 years old
- No criminal record or outstanding criminal charges
- Successful completion of require training

Once the offer has been accepted candidates will receive onboarding activities they must complete such as filling out personal forms, tax forms, and banking info. In addition, successful candidates will be sent specific information regarding recruit training.

Step 9 – Sheriff recruit training

Sheriff recruit training is held at the Public Safety and Emergency Services Training Academy, located in Edmonton, Alberta starting on August 31, 2026.

This is a fifteen-week program consisting of classroom and field experience. Sheriff recruits are required to attend and pass ALL PORTIONS of the training program. Once graduated, an additional nine to ten months of on-the-job training is conducted.

Notes:

- Candidates who reside outside of Edmonton may stay at the academy accommodations during training. While recruits are welcome to travel home on weekends, any mileage or meal expenses incurred during weekend travel will not be reimbursed by the Alberta Sheriffs Branch.
- For recruits staying in academy accommodations, meals are provided from Monday breakfast through Friday lunch. Meals outside of this period, including weekends, may be eligible for reimbursement. Additional details on submitting expense claims will be provided at the start of training.
- For recruits not staying at the training academy and attending daily training only lunches will be provided by the training academy.