

## The Recruitment Process

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Thank you for your enquiry for employment within our company. Over the next few pages we have provided some information which will help you decide whether this is a career for you and so that you have a full understanding of what we expect from you and what you may expect from us.

On the following pages we have provided information on the following:

- GSL Dardan Ltd
- The Security Industry as a career
- What the job entails
- Benefits
- Application for employment
- Interviews
- Screening
- Job Offer
- Induction
- Training
- Security Industry Authority License

Please read this information carefully before completing the application form.

Please note the items that you will need to bring along to the interview.





## The Recruitment Process

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### GSL Dardan Ltd

ISL Dardan Security Ltd was incorporated on 28<sup>th</sup> June 2002 to effect the merger of Dardan Security Limited and Integral Security Ltd. In 2009 Gardwell Security merged with ISL Dardan Security to form GSL Dardan Ltd

Dardan Security was established in 1973 whilst Integral was founded in 1979. The experience of providing security services to many of the region's top companies enabled both companies to build up a substantial client base in East Anglia through the provision of on-site and mobile security services. The new company is turning over in excess £4.5 million per annum and employs about 250 staff.

The main services that we provide are:

### Static Guards

The company's security officers remain on site during the hours agreed with client. The duties of the security officer are laid out in the assignment instructions that have been prepared with the client.

### Mobile Patrols

The company's security officer will patrol the client's premises at random or fixed times as agreed in the contract. The company provides a vehicle for these patrols.

### Control Room Operators

The operator will manage the switchboard, monitor alarms, send messages and be a point of contact for the security officers 24 hours per day.

### Types of employees:

Full Time (assigned to a specific site or mobile patrol).

Part Time (assigned to a specific site or mobile patrol and/or to cover holidays, sickness and extra cover).

Full Time Contract Support Officers (to cover holidays, sickness and extra cover on various sites).



## The Recruitment Process

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### Why Security as a Career?

There are about 500,000 people employed in the security industry – nearly three times the number of police officers. They play a vital role in protecting people and assets for business, local authorities and home owners.

### What's in it for you?

- A job full of variety
- Regular training
- Good prospects
- Opportunity to work flexible hours
- Community involvement
- A sense of fulfilment

### What the Job Entails

The following list gives details of the sort of duties that a security officer might be required to carry out

#### Access Control

- Issuing Passes
- Recording visitor details
- Vehicles and personnel searches
- Barrier operation
- Identification checks

#### Security Patrols

- Locking and unlocking premises
- Setting and isolating alarms
- Challenging people acting suspiciously
- Checking equipment (freezers etc.)
- Keyholding

#### Gatehouse

- Maintaining logs & records
- Operating computers
- Switchboard manning
- Controlling key issue
- Monitoring fire & intruder alarms
- Weighbridge operations

## The Recruitment Process

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### General

- Providing 1st aid
- Site evacuation management
- Reporting breaches of company rules
- Detection of illegal substance abuse
- Detection of improvised explosive devices
- Testing fire alarms
- Monitoring Health and Safety hazards

### Benefits

The security officer's job is often difficult. For example, he has to remain alert during long night shifts for something that will probably never happen. He may be exposed to the elements and the work can often be boring or dangerous. There are, however, many benefits. The security officer is often in a highly responsible position, protecting both people and property. Although he is provided with guidelines in the form of assignment instructions he must also be able to use his initiative. The shift patterns suit many people and we have no upper age limit. We have many security officers over 65! In our company we work hard to make everyone feel part of the team. We publish a monthly newsletter and ensure that a member of management visits each guard regularly. Everyone gets an egg at Easter and a card on their birthday. We also have a pension scheme in which we match employee's contributions up to 3% of their gross annual wages. The company also helps employees if possible with loans, advances against wages and any personal problems.

### Application for Employment

With this pack, you will receive a "Stage 1" Application Form, a "Stage 2" Application Form and a "Personal Reference and Employment Verification" form.

Please complete the Stage 1 Application Form in your own handwriting and return it to us in the envelope provided as soon as possible. It is very important that all sections are completed fully and accurately, particularly previous employment history as this will speed up the screening procedures.

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## The Recruitment Process

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### Interviews

After we have received your application form, if suitable, we will ask you to attend an interview. The interview will last for about an hour and it would be helpful if you could bring any references etc which you feel would support your application. During the interview we will ask you some questions about yourself and you will have an opportunity to ask questions about us. You will be required to complete a literacy test lasting 20 minutes.

*Please bring the following with you to the interview:*

- SIA licence if held
- Glasses, hearing aid, if normally worn
- Original birth certificate **AND** current passport (please note that these will be tested for authenticity and discrepancies reported to the appropriate authority)
- Recent proof of residence (e.g. utilities bill; bank statement, official letter) addressed to you.
- Completed Stage 2 Application Form, and Personal Reference and Employment Verification form
- Driving licence, both parts if photo licence.

Provisional employment (while the 5 year written vetting is proceeding) is dependent on 5 year telephone vetting being completed prior to appointment.

### Screening

All screening is carried in accordance with BS 7858. This standard requires that a recruit's previous 5 years employment history is telephone checked. If acceptable employees are employed provisionally subject to 5 year written screening which must be completed within 12 weeks of employment. We will not commence the screening procedure until you have given us authorisation.

### Job Offer

If the initial screening is satisfactory we will make a formal offer of employment. This will detail the following:

- Hours of work
- Rates of Pay

## The Recruitment Process

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- Title e.g. Security Officer
- Location of work
- Holiday entitlement
- Other benefits

### Induction

If you accept our offer of employment you will be required to take part in a company induction. You will be taught about the company culture, briefed on your terms and conditions and given general advice on how to carry out the assignment instructions. We emphasise your first priority is the health and safety of everyone including yourself. During the induction you will be shown a video on general security. At this time we will issue your uniform. The induction lasts for about four hours.

### Classroom Training

You will be required to undergo a four-day security course at the end of which you must pass a written test. This course is carried out by a qualified trainer certificated by both Skills for Security and NOCN (National Open College Network). This takes place at our Approved Training Centre in Norwich. On the first day of training we are required to check the documents to be used to apply for your licence. We also need four passport size photographs of the same standard as a passport application. Failure to supply the correct documents and photographs will delay your start date and possibly your ability to sit the exam.

### Security Industry Authority License

The Security Industry License ensures that only well trained and reliable people are able to work in a position of trust. The Security Industry Authority (SIA) is an independent body that has been set up by the government to operate the licensing system and to ensure high standards of training and professionalism in the industry. It will be a criminal offence to work in the contract security industry without a license. The license covers individuals for a three year period and part of the process includes a criminal record check and costs £245.00. To find out more about the SIA and licensing you can visit their website – [www.the-sia.org.uk](http://www.the-sia.org.uk).



## The Recruitment Process

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GSL Dardan will assist applicants with the administration process of obtaining a license and also will pay the license fee and all wage and training costs associated with the process. However, if you decide to leave the company after receiving your training and/or license, then depending on your length of employment with the company, you will have to refund the license fee and associated training and wage costs back to the company.

The costs will be reclaimed as follows:

If you leave within a period of 6 months after joining the company you will have to pay 100% of the above, between 7 and 12 months 75%, between 13 and 18 months 50% between 19 and 24 months 25%, after 24 months, nothing.

We look forward to working together with you and will be happy to answer any of your questions at any stage of the recruitment process.

### Identification Documents Required for SIA Licence

We will accept:-

- Two identity documents from group A. At least one document must show your current address and at least one document must show your date of birth.

Or

- One identity document from group A and 2 documents from group B. At least one document must show your current address and at least one document must show your date of birth.

**Please do not send documents that you will need in the immediate future.**

### Group A documents:

- Signed valid passport of any nationality
- Signed UK photo driving licence (both parts of the full or provisional licence are required)
- Valid UK firearms licence with photo
- HM Forces ID card (UK)
- UK birth certificate or certified copy issued within 12 months of birth, but not photocopy
- UK adoption certificate



## The Recruitment Process

---

### Group B documents:

- Valid EU photo ID card
- Signed UK paper driving licence
- Marriage certificate or Civil Partnership certificate, with translation if not in English.
- Certified copy (not photocopy) of a UK birth certification issued more than 12 months after date of birth
- Non-UK birth certification, with translation if not in English
- P45 statement of income for tax purposes on leaving a job issued in the last 12 months
- P60 annual statement of income for tax purposes issued in the last 12 months
- Bank or building society statement issued to your current address, less than three months old
- Mortgage statement issued in the last 12 months
- Gas, electric, telephone, water, satellite, cable, mobile phone contract or utility bill issued to your current address within the last three months. You can only send us one utility bill
- TV licence in your name and current address issued within last 12 months
- Pension, endowment or ISA statement issued in last 12 months
- Certificate of British nationality
- British work permit or visa issued in last 12 months
- Letter from HM Revenue & customs, department of Work and Pensions, employment service, or local authority. You can use more than one letter as long as each is issued by different Government department or different local authorities. A local authority is someone you pay council tax to
- A credit card statement sent to your current address within the last three months. You can use more than one statement as long as each is provided as each is issued by a different service provider
- Court summons issued in last 12 months
- Child benefit book issued in last 12 months
- A payslip, with your address and employers name or logo, that is less than three months old



## The Recruitment Process

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All documents from group A and group B must be originals and in your current name unless accompanied by a deed poll document that confirms a change of name, or a valid adoption certificate.

### Site Training

Your site training is carried out by security officers who are thoroughly acquainted with the assignment. A checklist of all the functions carried out by the security officers on the assignment is provided. You are not allowed to carry out the assignment unaccompanied until trained on all the functions on this checklist.

On some assignments additional security training may be required such as 1<sup>st</sup> Aid, detection of improvised explosive devices and substance abuse.

### Note:

Throughout this document the masculine gender where used also includes the feminine

**Best Wishes and Good Luck!**

