

Recruitment Procedure

Aventail Security Ltd understands that the recruitment and selection of quality staff members is the key to our success and underpins the company's approach to business.

With this in mind the following procedure has been drafted to ensure that we select individuals who exhibit the correct skills and demeanour as we recognise that we are judged on the level of service that we supply and ultimately the calibre of staff we utilise to carry out our duties.

To ensure the quality of staff we provide is maintained, the following recruitment procedure is adhered to-

1. Receive contact from an applicant via email or phone. Ascertain the following :
 - Full Name
 - Contact Details – Mobile and Email
 - Location
 - Current Status - i.e. full time work, part time, student or other
 - Happy with company pay policies
 - Right To Work – British National/ EU passport holder or Foreign National – is a visa required to permit work?
2. Explain Aventail Security Ltd ethos and work that we do. Explain that we are primarily a supplier of event security and therefore all work is on a casual, ad hoc basis. We currently have no full or part time vacancies however if they are interested please send a copy of their CV to the recruitment@aventailsecurity.co.uk email address and application forms will be sent out.
3. Once CV is received, and based from the answers to point 1 issue the relevant forms via email or hard copy-
 - New Starter Information Sheet
 - Application form
 - Aventail Security Ltd Handbook (ensure most relevant version)
 - Student information form (if required as per point 1.)
 - P46 if required
4. Once all forms and documents have been received, the following should be checked;
 - The form is 100% complete
 - All documents that have been requested have been submitted
 - References are contacted
 - If a student – visa is applicable to allow for work and college has been checked on Home Office Matrix for compliance
 - Compliance sheet filled in if required
 - Information is recorded on Staff Database
 - Payment details are added to Banking
 - SIA Licence details added to Company Licence Checker
 - Contact number is distributed to relevant persons for booking
 - Front cover sheet is completed and the individuals file is added to the filing system.

5. Contact the individual and inform that all is in place and they will be contacted as and when there is work available.
6. The individual is then placed on their 12week probation, during this time they will be booked to work alongside an Aventail Security Ltd Manager who will assess the individual to assure that he/she is working to the standard that Aventail Security Ltd expects and that the individual fits in to the company's ethos. At this point he Aventail Security Ltd Induction presentation will be carried out with the employee. A decision will then be made by management on whether to offer a Zero Hours contract or to inform the individual that they will no longer be required by Aventail Security Ltd. Upon this decision BS 7858 Vetting Forms will also be issued in accordance with SIA ACS and British Standards.



Stuart Turnbull Managing Director