



Applicant Interview Pack



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Important things to bring with you and what to expect at your Interview:

The interview will be held in our training office at the following address: **OnnPoint Training and Consultants, 19A Roper Close, Canterbury, Kent, CT2 7EP**. To help you get the most out of your interview, we have prepared the following guidelines and tips, take special note of the additional documents you **MUST** bring with you:

Preparation

- The first step is to **complete the application form**. Be sure to complete it fully; ensuring that your full five year work/education history is included, as this information is an essential requirement under the vetting and screening procedures .
- **Important! You MUST also bring the following documents with you to confirm your identity:** Either two Group A documents + two Group B documents OR one Group A document + three Group B documents from the options listed below.

Right to Work: You must provide either; a British Passport (can be expired), a Birth Certificate or a valid Visa with a Share Code.

Important Notes: All documents must be original, not photocopies. All combinations must confirm your correct name, current home address and date of birth.

Students: If you reside at a different address during term-time and only hold proofs from your home address, you will need to confirm both addresses in writing so that evidence of this can be contained within your personnel file.

Group A Documents

- Valid UK Passport
- Valid Passport of any other Nationality
- UK *original* Birth Certificate *issued within 12 months of birth*.
- UK Biometric Residence Permit
- Current UK or EEA photocard Driving Licence
- Full old-style Driving Licence
- Photographic registration cards for self-employed individuals in the construction industry -CIS4
- Firearms or shotgun certificate *with photo*
- National Identity Card *bearing a photograph of the applicant*

Group B Documents

- 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 3 months old*. You can use more than one statement as long as each is issued by a different bank or building society.
- Mortgage statement *issued in the last 12 months*.
- Utility bill (gas, electric, telephone, water, satellite, cable) issued to your current address *within the last 3 months*. You can only submit one utility bill in support of your application.
- Pension, endowment or ISA statement *issued in last 12 months*.
- Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority *issued within the last 3 months*. You can submit more than one letter as long as each is issued by a different Government department or a different local authority.
- A credit card statement sent to your current address *within the last 3 months*. You can submit more than one statement as long as each is issued by a different issuer.
- Council Tax statement *issued in the last 12 months*. HMRC self-assessment letters or tax demand *dated within the current financial year*.
- Electoral Register entry or NHS Medical card or letter of confirmation from GP's practice of registration with the surgery *issued within the last 12 months*.
- Firearms or shotgun certificate with photo *issued within the last 12 months*.
- A DBS Certificate *issued within the last 3 months*.

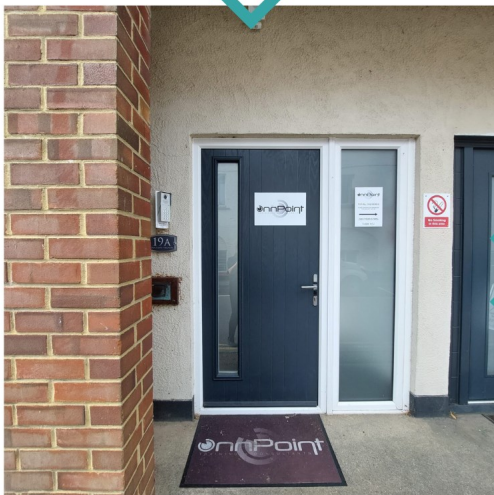
All personal data will be used for the purposes of BS7858 security screening and any documents presented to establish your identity and proof of residence may be checked using an ultra violet scanner or other method to deter theft and fraud. Any documents which appear to be forgeries will be reported to the relevant authority.

Getting Here

The interview will be held in our training office (next to the Akon Security Office) at the following address:
OnnPoint Training and Consultants, 19A Roper Close, Canterbury, Kent, CT2 7EP.

From Roper Road, you will need to turn into Roper Close. Walk straight up the road and look for the large white OnnPoint Logo on the side of the building. You will see a navy door with a white OnnPoint sign (19A) - please ring the bell and let us know you are here for an interview. We will buzz you into the building and one of our team will meet you upstairs.

Please do not call the bell at the Akon Security door.





A little bit about who we are and what it's like to work in our team:

Established in 2007, Akon Security provide an all-encompassing service which is tailored to meet the diverse locations we operate in, supplying security solutions to properties, people and businesses across the South East of Kent. Our Operations Team is available 24/7 365 days a year to support our Operatives and Clients. We have a team of skilled operatives, sophisticated offices, and excellent training facilities which set us apart from other security providers. At Akon Security, we are committed to the fair and inclusive treatment of our colleagues, potential team members and users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age or physical/mental disability.

*Teamwork & Commitment
Honesty & Integrity
Experience & Development*

*Approachable & Caring
Kindness & Service
Organised
Network of Support*

*Watchful & Proactive
Above & Beyond
Your Security Family*

“Our core values guide everything we do”

At Akon Security, our company's values set us apart from other Security providers. We share a mission and vision that is build upon The Akon Way: Our values are made up of behaviours, traits and goals that each of us share as a unified team. We pride ourselves on our work ethos, professionalism, our proactive approach and our loyal commitment to our clients and team.

How we support our colleagues:

- Competitive pay rates
- Flexible working
- Access to a benefits app with an online discount portal to household retail names
- Wellbeing portal with access to GP, private medical, help lines, discounted gym memberships and more
- Auto-enrolment pension
- Earnings are paid weekly
- 24/7 support from our Operations Management Team.
- Software: Using the PARiM App, our Operatives have easy access to all of their shift information in one place, using the app to clock in and out of their shift, as well as the ability to view

- their rate, earnings, holiday allowance and book time off.
- Active rewarded referral scheme
- Progression opportunities to Security Supervisor and Security Manager
- Open Office – Our management team operate an open-door policy at our offices to ensure that our team can access 1-1 in-person support

What we need from you:

- **Honesty and Integrity.** We'll work with you on your shifts but we may need to be flexible with your work pattern: Our dedicated Operations Team strive to create a rota that works around you, but sometimes you may be asked to switch up a shift at the last minute. Help us, help you...
- Let us know in advance if you're busy/unavailable, celebrating a birthday or out of town.
- If you need to call in sick, let our Operations Team know as early as possible so that they can cover your position
- Read through your contract carefully
- **Pride:** You *are* Akon Security... without you, we wouldn't be who we are, so wear your uniform with pride and show our clients, customers and the public just how rewarding it is to be part of The Akon Family.

