	CAC VETTING AND RECRUITING PROSES		
	Responsible Division:		Security Officers
Implementation Date:	01 March 2023	Related Documents:	1. Post Instructions 2. SOP's 3. CAC Code of Conduct
Standing Order Number:	CAC-OPS-SOP-53	Pages:	3

CAC Vetting and Selection of Recruits

Introduction

Due to Natural attrition, CAC needs to recruit, train and staff recruits from outside the company to ensure our staffing numbers stays in line with the Business objectives. A full staffing compliment must be maintained at all times to ensure contract compliance.

Recruiting

CAC HR uses all media platforms to announce the recruiting of new staff and that includes, but not limited to:

Local Radio stations

News paper

Social media, Facebook, Twitter, Instagram.

Word of Mouth

Flyers


All Applicants Must Submit the following as a Minimum;

- a) A current Resume
- b) Traceable References
- c) Original Educational Certificates
- d) Original National Registration Card
- e) Copy of Original Certificates of Qualification
- f) Duly Completed Application Form
- g) Hand Written Request for Employment

Selection and Vetting

The following checks will be conducted prior to consideration of an individual for employment;

- a) Review & Validate content of Resume & references (Work History Check. No ex-Military or Police)
 - Are not active or former elements of the Armed Forces or Police.

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- Have not been credibly implicated in Human Rights violations.
- b) Age of Applicant – 24 Years +
- c) Citizenship – Must be a DRC Citizen
- d) Full Medical Review & Medical History Review
- e) Physical Fitness Test
- f) Vision – Minimum of 20/30 correctable Vision + 140 Degree of Field Vision
- g) Weight Proportional to Height – All Heights welcome to Apply
- h) Education – Check Validity of Educational Background and Certificates
- i) Check Quality of Hand Written Application in French Language
- j) Validate Application Form Content.
- k) Check Ability of Applicant to relocate within DRC
- l) Negative Fingerprint Check – State Police
- m) Intelligence Agencies background checks
- n) Social Visit – Residence & Social Clubs/Church etc. (Where Required).

2. Interview

- a) Establish Candidates Ability to Converse in French and if required English.
- b) Ascertain Candidates past Experience & Suitability to The Role .
- c) Ascertain the Candidates propensity to stay in employment.
- d) Ascertain the Candidates suitability in terms of Corporate Philosophy & Business Objectives.
- e) Use the Interview as an opportunity to verify any work history gaps and or concerns around references and or past practices.

The interview will provide an opportunity through which some insight can be gained into the following aspects of the candidate's background and personality;

- 1) Work History

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- 2) Education
- 3) Home Background
- 4) Social Adjustment/Behavior
- 5) Mental Ability
- 6) Motivation
- 7) Personality

Recruitment

- a) Only individuals who successfully meet the screening/vetting minimum standards and are successful in their interview will be considered for employment and this will be subject to the individual passing all academic tests in the training curriculum (60% +) and being certified to be physically fit and capable of undertaking the job role.
- b) Final Recruitment may be subject to a client interview and approval of the selected individual's deployment to the Client.
- c) CAC is willing to consider the hire of existing security service staff per client recommendation, however, this will be subject to these staff achieving/passing the minimum standards in terms of vetting and training.

Employment and Contracts

The recruits will sign a temporary contract for the training period and will only be appointed on an employment contract once the training is done and a position is available. When a new contract is awarded to CAC, we will provide contract specific training to those individuals and will be employed from the start of the training cycle.



**JAN W GEBHARDT
GENERAL MANAGER CAC**