Eastern Region Transition Newsletter #3

At STAS, YOU make the difference
Join Us by September 10!!!!

Securitas Transport Aviation Security Ltd. (STAS) produces these *Eastern Region Transition Newsletters* in an effort to communicate to current screening and management personnel in the region, and keep you informed of our transition progress.

Previous Newsletters are posted on www.securitas.ca, and have been distributed electronically to unionized personnel, by regional union representatives.

Helpful Tips
For Completing the On-line Registration Process

Registering with us on-line at www.securitasjobs.ca is an important and necessary step in the transition process, to ensure our systems are in place and ready for operations on November 1. To accomplish this transition smoothly and within the timeframe we have, **all Screening Personnel (Pre-Board Screening Officers, Point Leaders & Unionized Specialist positions) MUST register on-line by September 10, 2011**. **If we don't have your information, we cannot populate our payroll systems in time for November 1 service commencement.**

During recent information sessions, it has come to our attention that certain registrants are getting part way through the on-line registration process, then receiving a message that reads: "There are no positions available for you at this time."

The Securitas on-line application process will automatically end if certain pre-requisites are not met. To help you complete the process smoothly, here are some helpful tips suggested by screening personnel who have already completed the process.

While completing the candidate pre-assessment questions:

1. **AGE:** All applicants should answer **YES** to the question as to whether you are 18 years old;

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2. **COMPUTER ACCESS:** All applicants should answer **YES** to the question as to whether you can receive electronic mail. By answering YES, it does not mean that the applicant must have a computer or have access to a computer. If you do need access to a computer to complete the registration process, there will be laptops available at Registration Kiosks and Transition Personnel would be happy to assist you with the online process, if needed.

3. **BACKGROUND CHECK:** All applicants should answer **YES** to the question as to whether STAS may conduct a criminal background and reference check.

Info sessions and Simplified Registration Kiosks

As noted in earlier Newsletters, STAS Transition Team members are in the process of touring airports in the region to provide important job-related information. STAS will have a Registration Kiosk set up at the same location as the sessions, to complete the processing of online applications. Therefore please register online prior to attending at the Registration Kiosk. This process is important to ensure we can start building your employee file. If you come to the Registration Kiosk without applying online first, we will not have your file ready.

The items you need to bring to the Registration Kiosk **have been reduced** to the following:
- ✓ Photocopy of at least **one piece** of Government issued photo ID
- ✓ Photocopy of your social insurance card **or a government issued document** which shows your SIN number
- ✓ A passport size photo
- ✓ A blank cheque with VOID marked across it. Please also note your bank name and address – you will be asked for this information.
- ✓ Please take note of your current uniform inventory at home – you will be asked to fill out a uniform inventory form.

These documents will ensure that your accurate employment information is included in the payroll system on November 1, 2011. **We remind you again that it is crucial that all applicants present themselves at the Registration Kiosk while it is available at your airport location to ensure your online application is verified and processed prior to November 1**.

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Employees who wish to apply for any management position can only do so at www.workopolis.ca. Please note: **Screening personnel** must still complete the online application for your current position **FIRST** in order to ensure that we register you officially. Once the online application is complete, you can also send your CV for one of the posted positions if you are interested.

Next Steps

The schedule for all Information Sessions and Registration Kiosks is posted at www.securitas.ca and will be updated regularly.   Visits began September 2 and will continue throughout September.   If you have any questions or still have issues registering using the tips above, send them to: STAS.HR@securitas.ca.   We will make every effort to respond to you within 24 hours.

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