



Guidelines For Job Application

Please read the below carefully before completing the application form.

Churchill Security Solutions Limited is an equal opportunities employer. We believe in the right person for the right job and our application form is designed to ensure we can meet our aims.

The Application Form must be completed in full in block capitals using black or blue ink.

Section 1.3 – Convictions

Rehabilitation of Offenders Act 1974

You will appreciate that all companies in the Security Industry must refuse employment to the applicants who have unspent convictions. This means convictions not classed as 'spent' under the provisions of the Rehabilitation of Offenders Act 1974.

The purpose of the Rehabilitation of Offenders Act 1974 is to give convicted persons a chance to 'live down' their convictions. If you have a conviction, it means that after a certain time has passed since the conviction it becomes 'spent' and you are entitled to ignore it when filling in your application form and answering questions asked by a member of our staff.

If you have a criminal conviction, imposed by either Civilian or Military Court, it is your responsibility to find out whether it is 'spent' or 'unspent'.

Should you be in doubt about whether or not the conviction(s) is/are 'spent', make sure of your position by contacting a Citizen Advice Bureau, a Community Law Centre or, the Clerk of the Court where you were last sentenced.

Please note; Failure to disclose an unspent conviction is in itself a criminal offence.

Section 1.4 – Uniform Sizes (*inches or dress size*)

If you are successful, Churchill Security Solutions Limited will supply you with a uniform and therefore we require your measurements so please complete this section accurately.

Section 2 – Identity Documents

You will be required to provide identity documents at interview including evidence of your right to work in the UK. Please do not send original documentation through the post with your application (*Churchill Security Solutions will not take responsibility for any lost or damaged documents*).

You must provide:

- Utility Bill/Bank statement in your own name showing your current address
- Photographic Driving Licence or passport or birth certificate
- Documents showing your right to work in the UK

Section 3 – Education & Training

Please complete your full education and professional training history. If you are invited to interview we will request that you bring all certificates with you.

Section 4 – Work History

Churchill Security Solutions Limited is obligated to screen all successful applicants to the BS7858 standards. This means that we have to have confirmation of your full five year work/education/unemployment history, where possible, by somebody within that organisation. If any information is missing or there are gaps of more than 28 days we will be unable to process your application and you will automatically be deemed unsuccessful.

If, over the past five years, there are periods where you were not in full time education/employment or claiming any benefits then please make note of this in the relevant space and if necessary, we will seek clarification of this from a reliable source at a later date. Please use a continuation sheet if necessary.



Section 5 – Personal Profile

This section is your chance to explain why you want to work for Churchill Security Solutions Limited and what you can bring to the company. Please use examples from past roles/experiences.

Section 6 – References

6.1 Trade References

If you have been Self Employed in the past five years we will need to obtain two trade references. For this you could use contacts from companies you used to trade with, (must be two different companies) your Accountant or Solicitor.

6.2 Personal References

We will also require two character references for all successful candidates. The referees must be people that you have known for at least two years, are not related to you, do not reside at the same address and not your current or former employer. These referees may also assist with confirming your employment/education history, if Churchill Security Solutions Limited is unable to obtain responses directly from companies etc.

Section 7 – Authorisation and Agreement

The 'Authorisation & Agreement' partly relates to the screening as above. By signing this declaration you are giving Churchill Security Solutions Limited the authority to contact all your past employers/education establishments/government agencies to seek confirmation of dates and obtain references as on your application form. If you do not agree to this then we will be unable process your application

Please read this section carefully before signing as this section also relates to other policies set out by Churchill Security Solutions Limited and other legislation. By signing you are giving authorisation and agreeing to the statements listed.

Section 8 – Equal Opportunities Monitoring Form

This form will be used to monitor how Churchill Security Solutions Limited compares nationally (and locally) with regards to equal opportunities. It will not be held for any purpose other than monitoring. By completing and returning this section you are providing the organisation with your consent to this use.

This form is optional and anonymous. It does not constitute any part of the recruitment process and is separated from the application form on receipt by a member of staff who is not involved in the recruitment and selection process.