



Job Reference

Please read the attached guidance notes before completing the application form.

Section 1 – Personal Information

Title: Mr Mrs Miss Ms Other

First Name

Middle Name

Surname

Have you ever been known by any other name? Yes No

If Yes, please list your previous name(s)

Date of change / /

Address

Postcode

NI Number

Home Telephone Number Mobile

Work Telephone Number Email Address

Churchill can only employ people over the age of 18 for security roles, please tick this box to confirm you are over 18

Section 1.2 – Driving Licence

Do you have a valid driving licence? Yes No

Please select type: Full UK Provisional International

Do you have your own mode of motorised transport? Yes No

Do you have points on your licence? Yes No

If yes, please state convictions and dates of expiration

Section 1.3 – Convictions

Do you have any cautions/convictions? Yes No

(Failure to declare any unspent convictions may result in your application being rejected)

If Yes please provide details on a separate sheet. If No please write NONE here

Section 1.4 – Uniform Sizes (inches)

Chest Inside Leg Height Waist Collar Shoe

Section 2 – Identity Documents and Eligibility to Work

You will be required to provide identity documents should you attend interview including evidence of your right to work in the UK. Please see Section 2 of the Guidelines for the list of the documents we can accept.

Application Number:



Section 3 – Education & Training

Do you have a valid SIA Licence? Yes No **If yes, what is your licence number?**

Expiry Date / / **Type of Licence?** Door Supervisor Security Guarding

If No, have you attended a Secure Guarding / Door Supervisors course within the last 3 years? Yes No

If Yes please provide details of course (i.e. Awarding body – type of course)

Do you have a valid CCTV Licence? Yes No **If yes, what is your licence number?**

Expiry Date: / /

If no, have you attended a CCTV course within the last 3 years? Yes No

If Yes please provide details of course (i.e. Awarding body – type of course)

Are you a qualified First Aider? Yes No If Applicable, Expiry Date / /

Please list any other professional training starting with the most recent first

Name and Address of Training Organisation /School/College

Course Title

From (MM/YY) / To (MM/YY) / Result

Name and Address of Training Organisation /School/College

Course Title

From (MM/YY) / To (MM/YY) / Result

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Course Title

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From (MM/YY) / To (MM/YY) / Result

Name and Address of Training Organisation /School/College

Course Title

From (MM/YY) / To (MM/YY) / Result

Application Number:



Section 4 – Work History

Company Name and Address of Employer

 Post Code
From (DD/MM/YYYY) / / To (DD/MM/YYYY) / /
Position Brief description of duties
 Reason for leaving
Contact Name Email
Tel Fax

Company Name and Address of Employer

 Post Code
From (DD/MM/YYYY) / / To (DD/MM/YYYY) / /
Position Brief description of duties
 Reason for leaving
Contact Name Email
Tel Fax

Company Name and Address of Employer

 Post Code
From (DD/MM/YYYY) / / To (DD/MM/YYYY) / /
Position Brief description of duties
 Reason for leaving
Contact Name Email
Tel Fax

Company Name and Address of Employer

 Post Code
From (DD/MM/YYYY) / / To (DD/MM/YYYY) / /
Position Brief description of duties
 Reason for leaving
Contact Name Email
Tel Fax



Section 5 – Personal Profile

This section is so you can tell us all about yourself, why you have applied for this position, what you think you can bring to the company and your previous experiences that you think may be relevant. Please use a continuation sheet if necessary.

Section 6 – References

6.1 – Trade References – *(Only required if self employed within the last 5 years)*

Name

Address

Postcode

Contact Number Email address

Relationship *(e.g. ex-client)*

Name

Address

Postcode

Contact Number Email address

Relationship *(e.g. ex-client)*

Application Number:



6.2 – References

Name

Address

Postcode

Contact Number Email address

Relationship (e.g. friend) Length of time known

Name

Address

Postcode

Contact Number Email address

Relationship (e.g. friend) Length of time known

Section 7 – Authorisation & Agreement

- I understand that employment with the company is subject to satisfactory references and security screening in accordance with BS7858.
- I undertake to co-operate with the company in providing any required additional information required to meet the criteria.
- I authorise the Company and/or its nominated agent to approach previous employer, school/colleges, character referees and Government Agencies to verify that the information I have provided is correct.
- I authorise the company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies
- I understand that the information I have provided in this application may be held on a computer and/or as a manual record.
- I consent to the company's reasonable processing of any sensitive personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company, subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be give to the company, I understand and agree that if so required I will make a statutory declaration in accordance with the provision of the Statutory Declarations Act 1853, in confirmation of previous employment or unemployment.
- I herby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct
- I understand that if this application form is not completed in it entirety, I will not be considered for any position within the company
- I understand that any false statement or omission to the company or its representative may render me liable to dismissal without notice.
- I understand that any materials submitted with this form became a part of the application form and will be returned by Churchill Security Solutions Limited.

You will be asked to sign your application form if you are considered for a position.

Signature

Print Name

Date / /

Please SAVE your completed form and upload it via the Churchill website.

For instructions on how to upload your completed form please see the last page of this Application Form.

Application Number:



Section 8 – Equal Opportunities Monitoring Form

Please indicate the group you fall into:

18 – 24 25 – 34 35 – 44 45 – 54 55 – 64 65+

Please indicate your marital status: Single Married Civil Partnership Divorced

Prefer not to say Other (please state)

Are you: Male Female

Religion: Christian Jewish Sikh Muslim Hindu Buddhist Rastafarian

None Prefer not to say Other Religion (please specify)

Ethnicity: Please indicate what you believe your ethnic group is. Choose one section from A to F

(Please note the section below is optional)

A White British White European White Other (please state)

B Mixed White and Black Caribbean White and Black African White and Asian

Other Mixed Background (please state)

C Asian or Asian British Indian Pakistani Bangladeshi

Other Asian Background (please state)

D Black or Black British Caribbean African Other Black Background (please state)

E Chinese Other (please state)

F Any Other Ethnic Group (please state)

Where did you hear about this vacancy? Newspaper Company Website Agency Word of Mouth

Other (please state)



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.

Section 9 – Uploading Your Completed Form

Visit the Churchill website at www.churchillservices.com and click on 'Careers', 'Security Careers' page. You should see a page with a form (see image, right). Add your contact details and then click 'Choose File'. You will then be prompted to browse your computer to select your completed PDF Application Form. Select your completed PDF Application Form and click 'Choose'. Finally, click 'Submit the form'. Your completed form will now be sent to our recruitment department. Depending on the speed of your internet connection it may take a few minutes to send the form. You will see a 'Thank You' message once the process is complete. Our recruitment department will contact you if you are considered for a position.

Security Officer Roles

If you are looking for a role as a Security Officers (you must be SIA licensed) please download and fill in the **Churchill Security Application Form** below. If we have a role in your area we will contact you. We will keep your details for up to six months. Unfortunately, we do not accept applications by CV or letter.

Please read the Guidelines for Job Application carefully before completing the application form.

- [Download Guidelines for Job Application](#)
- [Download Churchill Security Application Form](#)

Once you have completed your form use the section below to send your form to our recruitment department.

First Name	<input type="text"/>
Surname	<input type="text"/>
Email Address	<input type="text"/>
Completed Application	<input type="button" value="Choose File"/> no file selected