

Candidate name:

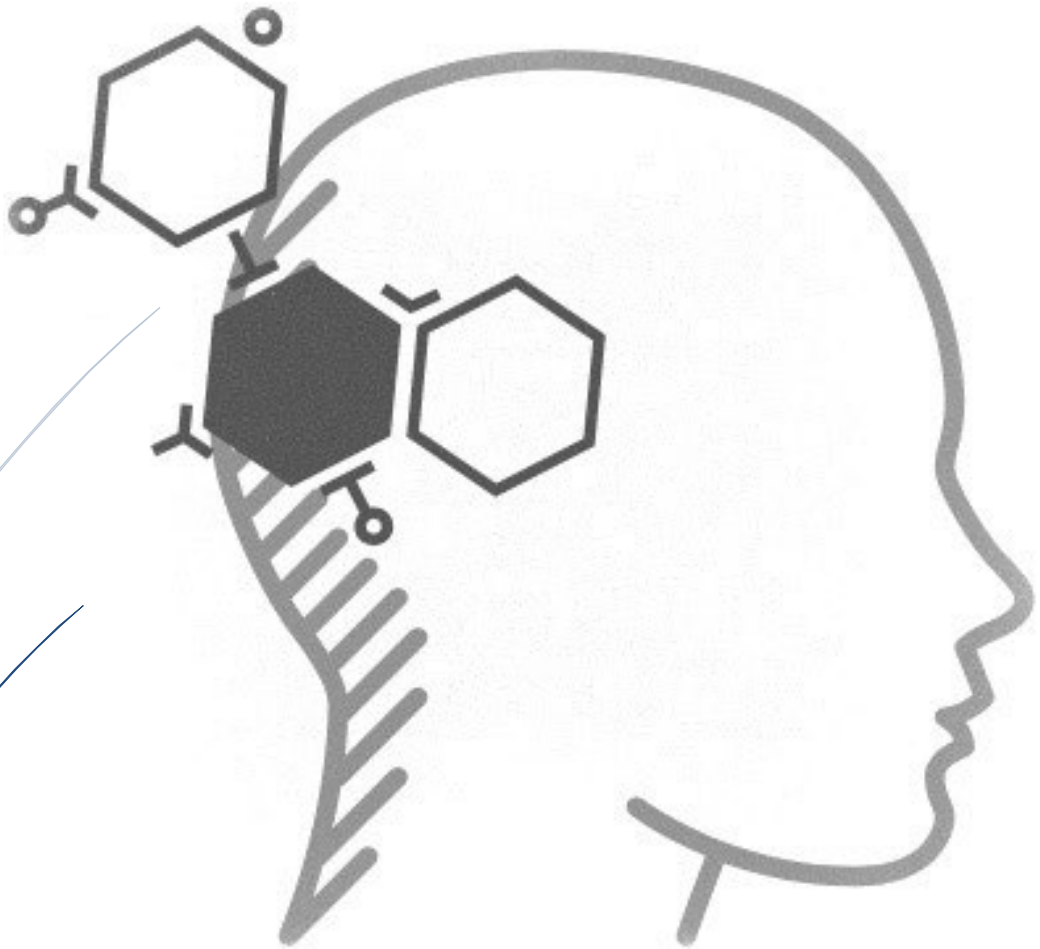
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2019-present

# Platinum Personnel Solutions UK Ltd.

Application pack



Platinum Personnel Solutions UK Ltd.  
RECRUITMENT IS IN OUR DNA

## Platinum Personnel Solutions (UK) Ltd.

<b>APPLICATION FORM</b>		<b>Payroll No:</b>
<b>Surname:</b>		<b>Forenames:</b>
<b>Address:</b>		
<b>Telephone No:</b>		<b>Mobile Number:</b>
<b>Date of Birth:</b>		<b>N. I. Number</b>
<b>Your e-mail address:</b>		
<b>EEC National      Yes / No</b>		
<b>If No to above are your eligible to work in the UK?    Yes / No</b>		

Previous Agency Experience		
Agency	Place of Work	Job Description & Rates

Next of Kin Details	
<b>Name:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Contact Telephone Numbers:</b>

Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only considered where, in the reasonable opinion of Platinum personnel Solutions UK Ltd, the offence is relevant to the post to which you are applying. **Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.**

<b>Have you ever been convicted of a Criminal offence?</b>	<b>Yes / No</b>	<b>Details:</b>
<b>Are there any Prosecutions Pending</b>	<b>Yes / No</b>	<b>Details:</b>

### General Information

<b>How did you hear about us?</b>
<b>Do you have you own transport?</b>
<b>Do you have safety footwear?</b>
<b>What jobs are you best suited to?</b>
<b>What jobs are you least suited to?</b>
<b>Have you been given or received our key information document?</b>

<b>Interviewers Comments</b>

**Interviewed By:**

**Signature:**.....

**Date:**.....

## Employment Record

<b>From:</b> <b>To:</b>  <b>Job:</b>  <b>Title:</b>  <b>Salary:</b>	<b>Co. Name</b>  <b>Address:</b>   <b>Tele No:</b> <b>Contact:</b>	<b>Job Description:</b>     <b>Reason For Leaving:</b>
<b>From:</b> <b>To:</b>  <b>Job:</b>  <b>Title:</b>  <b>Salary:</b>	<b>Co. Name</b>  <b>Address:</b>   <b>Tele No:</b> <b>Contact:</b>	<b>Job Description:</b>     <b>Reason For Leaving:</b>
<b>From:</b> <b>To:</b>  <b>Job:</b>  <b>Title:</b>  <b>Salary:</b>	<b>Co. Name</b>  <b>Address:</b>   <b>Tele No:</b> <b>Contact:</b>	<b>Job Description:</b>     <b>Reason For Leaving:</b>
<b>From:</b> <b>To:</b>  <b>Job:</b>  <b>Title:</b>  <b>Salary:</b>	<b>Co. Name</b>  <b>Address:</b>   <b>Tele No:</b> <b>Contact:</b>	<b>Job Description:</b>     <b>Reason For Leaving:</b>

<b>Reference 1:</b>	<b>Reference 2:</b>
<b>Personal Reference 1:</b>	<b>Tele No:</b>
<b>Personal Reference 2:</b>	<b>Tele No:</b>

## Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

Information required	Details
1. Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential for the role you seek?	Yes/ no If yes, please specify
2. If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc.?	Please specify

### Data Protection Statement

The information that you provide on this form and on any CV given will be used by Platinum Personnel Solutions UK Ltd to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties' information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

### Candidate/ Temporary worker declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Platinum Personnel Solutions UK Ltd will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

<b>Company Name:</b>	Platinum Personnel Solutions UK Limited
<b>Document DP6:</b>	Consent declaration
<b>Topic:</b>	Data protection
<b>Version:</b>	2022 - Present

I hereby give my consent to the Company to process the following information:

**Personal data**

- [Name]
- [Date of birth]
- [Contact details, including telephone number, email address and postal address]
- [Experience, training and qualifications]
- [CV]
- [National insurance number]
- [Include any other relevant personal data]
  
- [Disability/health condition relevant to the role]
- [Criminal conviction]
- [Include any other relevant sensitive personal data]

I consent to the Company processing the above personal data for the following purposes:

- For the Company to provide me with work-finding services.
- For the Company to process with or transfer my personal data to their client/s in order to provide me with work-finding services. [
- For the Company to process my data on a computerised database [provided by named pro-vider] in order to provide me with work-finding services.
- [For the Company to process my data using automated decision-making processes]
- [Include any other relevant purposes for processing personal data]

I also consent to the Company processing my personal data with third parties including [The REC] for the purposes of internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations.

The consent I give to the Company will last for [1year].

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

**Signed by candidate / temporary worker:**

**Date:**

# **Platinum Personnel Solutions (UK) Ltd.**

## **Payment Details**

<b>Name:</b>	<b>Start Date</b>	<b>Payroll No:</b>
<b>Address:</b>		
<b>Date of Birth:</b>	<b>N.I. Number:</b>	
<b>Email Address:</b>		

<b>Method of Payment</b>	<b>BACS Bac</b>	
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<b>Bank/Building Society Name:</b>
<b>Address:</b>
<b>Name of Account Holder:</b>
<b>Account Number:</b>
<b>Sort Code:</b>
<b>Building Society Roll No:</b>

**I HEREBY AUTHORISE MY WAGES TO BE PAID INTO THE ABOVE ACCOUNT.**

**Signed:**

**Date:**

## 48 HOUR OPT OUT AGREEMENT

- **DEFINITIONS**

- In this Agreement the following definitions apply:

<b>“Agency Worker”</b>	means [insert name of agency worker] ;
<b>“Assignment”</b>	means the period during which the Agency Worker is supplied to provide services to the Client;
<b>“Client”</b>	means the person, firm or corporate body using the services of the Agency Worker;
<b>“Employment Business”</b>	means Platinum Personnel Solutions Uk limited registration No :05997144 Office 5 Leiston Enterprise Centre Eastland’s Industrial estate Leiston IP16 4US ], and
<b>“Working Week”</b>	means an average of 48 hours each week calculated over a 17-week reference period.

- References to the singular include the plural and references to the masculine include the feminine and vice versa.
- The headings contained in this Agreement are for convenience only and do not affect their interpretation.

- **RESTRICTION**

The Working Time Regulations 1998 provide that the Agency Worker shall not work on an Assignment with the Client in excess of the Working Week unless s/he agrees in writing that this limit should not apply.

- **CONSENT**

The Agency Worker hereby agrees that the Working Week limit shall not apply to the Assignment.

- **WITHDRAWAL OF CONSENT**

- The Agency Worker may end this Agreement by giving the Employment Business 1 Weeks notice in writing.
- For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as termination by the Agency Worker of an Assignment with a Client.
- Upon the expiry of the notice period set out in clause 4.1 the Working Week limit shall apply with immediate effect.

- **THE LAW**

This Agreement is governed by the law of [England & Wales/Scotland/ Northern Ireland] and is subject to the exclusive jurisdiction of the Courts of [England & Wales/Scotland/ Northern Ireland]

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*Signed by the Agency Worker*

Date \_\_\_\_\_



**Section one** To be completed by the employee

Your employer will need this information if you don't have a form P45 from your previous employer. Your employer may ask you to complete this form or provide the same information in another format. If you later receive your P45, hand it to your present employer. Use capital letters when completing this form.

**Your details**

National Insurance number

*This is very important in getting your tax and benefits right*

Title – enter MR, MRS, MISS, MS or other title

Surname

First name(s)

Gender. Enter 'X' in the appropriate box

Male  Female

Date of birth DD MM YYYY

Address

House or flat number

Rest of address including house name or flat name

Postcode

**Your present circumstances**

Read all the following statements carefully and enter 'X' in the one box that applies to you.

**A** – This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.

OR

**B** – This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.

OR

**C** – I have another job or receive a state or occupational pension.

**Student Loans (advanced in the UK)**

If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D.

*(Do not enter 'X' in box D if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)*

**Signature and date**

I confirm that this information is correct

Signature

Date DD MM YYYY





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### Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at our website: [www.platinumpersonnelsolutions.com](http://www.platinumpersonnelsolutions.com)

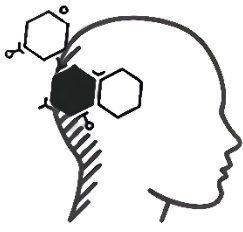
The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

<b>Your name:</b>	
<b>Name of employment business:</b>	Platinum Personnel Solutions (UK) Ltd.
<b>Your employer (if different from the employment business):</b>	N/A
<b>Type of contract you will be engaged under:</b>	Contract for services / Contract of service
<b>Who will be responsible for paying you (if different from your employer):</b>	N/A
<b>How often you will be paid:</b>	Weekly on a Friday (Bank holiday permitting)
<b>Expected or minimum rate of pay:</b>	Minimum: National Minimum Wage
<b>Deductions from your pay required by law:</b>	Taxation, Employee National insurance or any other law abided deduction of earnings if any.
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	Automatic enrolment after the qualifying period to the Government Pension Scheme.
<b>Any fees for goods or services:</b>	None.
<b>Holiday entitlement and pay:</b>	20 Holiday days + 8 Bank Holidays on a pro rata basis on a standard contract of services.
<b>Additional benefits:</b>	N/A

### EXAMPLE PAY

<b>Example rate of pay:</b>	£10.00 per hour based on a 44 hour working week. (£440 Gross wage)
<b>Deductions from your wage required by law:</b> <i>Dependent on the candidates individual tax code:</i>	PAYE Tax: £40.00 Employee's National Insurance: £32.88
<b>Any other deductions or costs from your wage:</b>	This example is before the automatic enrolment of the Government Pension Scheme.
<b>Any fees for goods or services:</b>	N/A
<b>Example NET take home pay:</b>	£367.12 per week.



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## Prior to commencing work for Platinum Personnel Solutions UK Ltd COVID-19 pre-screening questionnaire

**WITHIN THE LAST 14 DAYS, HAVE YOU EXPERIENCED A NEW COUGH THAT YOU CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION?\***

YES

NO

**WITHIN THE LAST 14 DAYS, HAVE YOU EXPERIENCED NEW SHORTNESS OF BREATH THAT YOU CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION?\***

YES

NO

**WITHIN THE LAST 14 DAYS, HAVE YOU EXPERIENCED A NEW SORE THROAT, LOSS OF TASTE OR SMELL THAT YOU CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION?\***

YES

NO

**WITHIN THE LAST 14 DAYS, HAVE YOU HAD A TEMPERATURE AT OR ABOVE 37.8°C OR THE SENSE OF HAVING A FEVER?\***

YES

NO

**WITHIN THE LAST 14 DAYS, HAVE YOU HAD CLOSE CONTACT WITH SOMEONE WHO IS OR WAS SICK WITH SUSPECTED OR CONFIRMED COVID-19? (NOTE: CLOSE CONTACT IS DEFINED AS WITHIN 6 FEET FOR MORE THAN 10 CONSECUTIVE MINUTES)\***

YES

NO

**WITHIN THE LAST 14 DAYS, HAVE YOU OR A HOUSEHOLD MEMBER BEEN ISOLATING?\***

YES

NO

**If you have answered yes to any of these questions or start to show these symptoms during your placement with Platinum Personnel Solutions UK Ltd, please ensure that you do not attend work. You must notify Platinum Personnel Solutions UK Ltd and ensure you seek medical attention.**

**Once you have had the COVID 19 Test and the results have come back clear, please contact Platinum Personnel Solutions UK Ltd before returning to your work placement.**

**Candidates name :**

**Candidates Signature:**