THE PLATINUM GROUP APPLICATION FORM

PLEASE PRINT OFF AND COMPLETE, THEN RETURN TO PLATINUM HALL

The *PLATINUM* Group

APPLICATION FORM

Platinum Protection Limited
Platinum 2000 Limited
Platinum Home Hygiene Limited
The Platinum Group (2003) Limited
Platinum Graphics and Design

The Platinum Group
Platinum Hall
Farley Hill
Luton
Bedfordshire
LU1 5HQ
01582 402 908 TEL
01582 418 519 FAX
07768 255 034 OPERATIONS
ops@theplatinumgroup.co.uk
www.theplatinumgroup.co.uk

Please complete and return to _____

THIS APPLICATION WILL BE TREATED IN CONFIDENCE

OFFICE USE ONLY

INTERVIEWED BY _____ **date** _____ **Locus**_____

NOTES_____

_____

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS AND IN BLUE OR BLACK INK, IN YOUR OWN HAND

PAGE ONE

ABOUT YOU

1, What position have you applied for ?_____

2, What is your first name/given name/Christian name

_____

3, What are your middle names

_____

4, What is your surname/family name/last name

_____

5, What is your title Mr, Mrs, Miss, Ms, Doctor, other _____

Please circle the correct answer

6a, Have you ever had any other name/alias/maiden name etc

_____

6b Why did you change your name _____

7, What is your current address

_____

_____

_____

POST CODE _____ HOW LONG HAVE YOU LIVED THERE_____

8, If you have lived there for less than 5 years, please provide addresses to cover 5 complete years

_____

_____

_____

FROM _____ TO _____

PAGE TWO

ABOUT YOU

Addresses continued

FROM _____ TO _____

FROM _____ TO _____

continue on the back of this form if required

9, What are your approximate measurements

Height _____ Weight _____ Chest _____ Waist _____

10, What is your land line number _____

11, What is your mobile number _____

12, What is your gender male [ ] female [ ] _____

13, Date of Birth _____

14, Country of birth_____

15, Place of birth (City/Town/Village)_____

16, Nationality_____

17, National Insurance Number _____

18, SIA License number _____ exp_____

19, What is your passport number _____ exp_____

20, What is your email address _____

21, What is your ethnicity

White [ ] Black African [ ] Black Caribbean [ ] Indian [ ] Pakistani [ ] Chinese [ ]
other _____ rather not say [ ]

PAGE THREE

ABOUT YOU

22, Marital status _____

23, Are you permitted to be employed in the UK_____

24, Have you ever been subject to any immigration controls_____

_____

_____

25, Do you have a driving license no [ ] Provisional [ ] Full [ ]
If yes, please provide BOTH plastic photo card and paper license

26, Have you ever been convicted of a driving offence

_____ DATE_____

_____ DATE_____

_____ DATE_____

continue on the back of this form if required

27, **Have you, ever been fined, cautioned, sentenced to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)? Yes [ ] No [ ]**

if yes give details and dates _____

_____

_____

_____

28, **Are there any alleged offences <u>outstanding</u> against you that have not yet been resolved? Yes [ ] No [ ]**

If yes details are _____

_____

PAGE FOUR

ABOUT YOU

29, Have you, ever been made bankrupt or have any Court Judgements against you, whether satisfied or not, within the last 10 years?
Yes [ ] No [ ]

If yes details and dates _____
_____
_____

30, Has any order been made against you by a Civil or Military Court or Public Authority? Yes [ ] No [ ]
If yes give details
_____

_____

_____

31, Are you registered disabled yes [ ] no [ ]

if yes, why _____

32, Are you on any medication _____

33, Have you required any hospital treatment or medication within the last five years yes [ ] no [ ]

if so what for _____

34, Your GP name and address _____

_____

_____TELEPHONE _____

35, Do you have ANY qualifications

_____

_____

_____

PAGE FIVE

EMPLOYMENT HISTORY

36, PLEASE GIVE DETAILS OF PREVIOUS EMPLOYERS/EDUCATION/WHEREABOUTS TO COVER AN ABSOLUTE MINIMUM OF FIVE CALENDAR YEARS. Please ensure that there are no gaps of more than 1 month, if there are, please explain to the interviewer.

Employers/School name _____

Address _____

_____ **Telephone** _____

Post Code _____ **Contact name** _____

FROM _____ **TO** _____ **Employed as** _____

Reason for leaving _____

==========

Employers/School name _____

Address _____

_____ **Telephone** _____

Post Code _____ **Contact name** _____

FROM _____ **TO** _____ **Employed as** _____

Reason for leaving _____

==========

Employers/School name _____

Address _____

_____ **Telephone** _____

Post Code _____ **Contact name** _____

FROM _____ **TO** _____ **Employed as** _____

Reason for leaving _____

PAGE SIX

EMPLOYMENT HISTORY

==========

Employers/School name _____

Address _____

_____ **Telephone** _____

Post Code _____ **Contact name** _____

FROM _____ **TO** _____ **Employed as** _____

Reason for leaving _____

==========

Employers/School name _____

Address _____

_____ **Telephone** _____

Post Code _____ **Contact name** _____

FROM _____ **TO** _____ **Employed as** _____

Reason for leaving _____

==========

Employers/School name _____

Address _____

_____ **Telephone** _____

Post Code _____ **Contact name** _____

FROM _____ **TO** _____ **Employed as** _____

Reason for leaving _____

PAGE SEVEN

EMPLOYMENT HISTORY

Employers/School name _____

Address _____

_____Telephone_____

Post Code _____ Contact name _____

FROM _____ TO _____ Employed as _____

Reason for leaving _____

==========

Employers/School name _____

Address _____

_____Telephone_____

Post Code _____ Contact name _____

FROM _____ TO _____ Employed as _____

Reason for leaving _____

==========

Employers/School name _____

Address _____

_____Telephone_____

Post Code _____ Contact name _____

FROM _____ TO _____ Employed as _____

Reason for leaving _____

PAGE EIGHT

YOUR HISTORY

37, **Personal references**

Give the name and address of at least two people, who have known you well for at least two years, are still in contact with you and who will provide a written reference. These people should have known you for at least two years and **not be either a previous employer, relative or resident at the same address as yourself.**

Name_____

Address_____

_____

_____

Post Code _____Telephone _____

Occupation_____

How long known _____

==========

Personal reference

Name_____

Address_____

_____

_____

Post Code _____Telephone _____

Occupation_____

How long known _____

PAGE NINE

FINAL QUESTIONS

38, Are you planning to return to full or part time education yes [ ] no [ ]

if yes when _____

39, How did you hear of this vacancy _____

40, Do you have any holidays booked _____

_____

41, If you are successful, when can you start _____

42, Do you have any relations or friends working in any company within the Platinum group

_____

43, Do you have any relations or friends employed by any company working with the Platinum group, as far as you know

_____

PAGE TEN

DECLARATION AND CONSENT

Please read this carefully before signing, printing and dating.

44, DECLARATIONS

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to the Company or its representatives being The Platinum Group, may lead to termination of employment without notice. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835 in confirmation of previous employment or unemployment. I authorize the Company or its agents being the Platinum group, to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record. I consent to the Company's reasonable processing of any 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 Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorize the Company or its agents 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 further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

DATA PROTECTION ACT 1998

The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers. By returning this form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom). Your information will be held on our computer database and/or in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

DISCLOSURE

You are applying for a position of trust and in the event of being offered employment by the Company we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the DBS Code of Practice/Disclosure Scotland and/or Company our policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document you allow the Company to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the DBS Code of Practice. By signing below you agree to this process.

SCREENING

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

NAME _____ DATE_____ SIGNED_____

The PLATINUM Group

Established 1993

The **Platinum Group (the company)** collects and processes personal data relating its employees to manage the employment relationship. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Company collect?

The company collects and processes a range of information about you.

This includes;

- [your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the company needs to make reasonable adjustments; and
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.]

The company may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments. [In some cases, the company may collect personal data about you from third parties, such as references supplied by former employers [information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law].

Data will be stored in a range of different places, including in your personnel file, in the HR management systems and in other IT systems (including the company's email system).

Why does the Company process personal data?

The company needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer [benefit, pension and insurance entitlements] in some cases, the Platinum Group needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled. In other cases, the Platinum Group has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the company to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the company complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees; and
- respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

[Where the company processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. This is to carry out its obligations and exercise specific rights in relation to employment.

OR

Where the Platinum Group processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the company uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.]

Who has access to data?

Your information may be shared internally, including with [members of the HR and recruitment team (including payroll), your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles].

The Platinum Group shares your data with third parties in order to [obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. The company may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.]

The company also shares your data with third parties that process data on its behalf [, in connection with payroll, the provision of benefits and the provision of occupational health services]. [Specify any other third parties with whom data is shared and why.]

[The **Platinum Group** will not transfer your data to countries outside the European Economic Area.

OR

Your data may be transferred to countries outside the European Economic Area (EEA) to facilitate client approval. Data is transferred outside the EEA on the basis of confidentiality, relevant national safeguards e.g. declaration of adequacy, binding corporate rules or other safeguards].

How does the [Company/Organisation etc] protect data?

The company takes the security of your data seriously. The Platinum Group has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and **Platinum Group** measures to ensure the security of data.

For how long does the [Company/Organisation etc] keep data?

The company will hold your personal data for [the duration of your employment]. The periods for which your data is held after the end of employment are [set out relevant retention periods].

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the company to change incorrect or incomplete data;
- require the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the **company** is relying on its legitimate interests as the legal ground for processing.

[If you would like to exercise any of these rights, please contact Mo Duncan, admin@theplatinumgroup.co.uk

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You have some obligations under your employment contract to provide the Platinum Group with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the company with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the company to enter a contract of employment with you. If you do not provide other information, this will hinder the Platinum Group's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Automated decision-making

[Employment decisions are not based solely on automated decision-making.

PLATINUM **PLATINUM** **PLATINUM** **PLATINUM** **PLATINUM**
Protection Limited **2000 Limited** **Home Hygiene Ltd** **Graphics & Design** **Group 2003 Ltd**

www.theplatinumgroup.co.uk admin@theplatinumgroup.co.uk
Headquarters : Platinum Hall, 6 Farley Hill, Luton, Bedfordshire UK LU1 5HQ
London Office: 248 Shirland Road, Maida Vale, London W9 3JF
***Tel: 01582 402 908 *Fax: 01582 418 519 *Mob: 07768 255 034 / 07702 502 635**