



PLATINUM  
PERSONNEL SOLUTIONS UK LTD

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RECRUITMENT IS IN OUR DNA®

## APPLICATION PACK 2023/24 - *to present*

Candidate name:

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\*Please take care when filling in this document ensuring all information entered is correct\*

Ensure payment details and the 'Starter Checklist' form are fully completed.

|   |  |                                   |
|---|--|-----------------------------------|
| <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>National Insurance Number:</b> |
| <b>Your E-mail address:</b>                                     |  |                                   |
| <b>Are you eligible to work in the United Kingdom? Yes / No</b> |  |                                   |

| <b>Previous Agency Experience</b> |                      |                                    |
|-----------------------------------|----------------------|------------------------------------|
| <b>Agency</b>                     | <b>Place of Work</b> | <b>Job Description &amp; Rates</b> |
|                                   |                      |                                    |
|                                   |                      |                                    |
|                                   |                      |                                    |

|                            |                                     |
|----------------------------|-------------------------------------|
| <b>Next of Kin Details</b> |                                     |
| <b>Name:</b>               | <b>Relationship:</b>                |
| <b>Address:</b>            | <b>Contact Telephone Number(s):</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 your 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? (See Page 7)</b> |

|                              |
|------------------------------|
| <b>Interviewers Comments</b> |
|                              |
|                              |
|                              |
|                              |

**Interviewed By:**

**Signature:**.....

**Date:**.....

## Employment Record

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

|   |   |
|---|---|
| <b>Employment Reference 1</b><br><small style="color: red;">Please provide the following information:</small><br><br>Company Name:<br><br>Name of Contact:<br>Position in company:<br>Contact Number: | <b>Employment Reference 2</b><br><small style="color: red;">Please provide the following information:</small><br><br>Company Name:<br><br>Name of Contact:<br>Position in company:<br>Contact Number: |
| <b>Employment Reference 1</b>   | <b>Contact Email Address:</b>   |
| <b>Employment Reference 2</b>   | <b>Contact Email Address:</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<br>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>      | 2023/24 - 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 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 the duration of my employment.**

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:**

## 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 \_\_\_\_\_



### 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>  | £15.00 per hour based on a 40 hour working week. (£600 Gross wage)               |
| <b>Deductions from your wage required by law:</b><br><i>Dependent on the candidates individual tax code:</i> | PAYE Tax: £71.65<br>Employee's National Insurance: £42.96                        |
| <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>  | £485.39 per week.  |

## 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>NI. Number:</b> |                    |
| <b>Email Address:</b> |                    |                    |

|                          |                 |  |
|--------------------------|-----------------|--|
| <b>Method of Payment</b> | <b>BACS Bac</b> |  |
|--------------------------|-----------------|--|

|  |
|--|
| <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 if applicable:</b> |

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

**Signed:**

**Date:**





# Starter checklist

Tell your employer of your circumstances so that you do not pay too much or too little tax

Do not send this form to HM Revenue and Customs (HMRC)

## Instructions for employer

Use this starter checklist to gather information about your new employee if they do not have a P45. You can also use this form if they have a student loan (whether or not they have a P45). Use the information to help fill in your first Full Payment Submission (FPS) for this employee. If you have already submitted your first FPS, keep using the tax code in that FPS until HMRC sends you a new tax code. If the employee gives you their P45 after the first FPS submission, use the tax code shown in parts 2 and 3 of the P45. You must keep the information recorded on the starter checklist for the current and next 3 tax years. This form is for your use only.

## Instructions for employee

Fill in this form if you do not have a P45 (a document you get from your employer when you stop working for them). You should also fill in this form if you have a student loan (whether or not you've a P45). Give the completed form to your employer as soon as possible. They need this information to tell HMRC about you and help them to use the right tax code. Make sure you answer the questions correctly. If you do not, you may pay the wrong amount of tax or student loan deductions.

## Employee's personal details

**1 Last name**

**2 First names**  
Do not enter initials or shortened names for example, Jim for James or Liz for Elizabeth

  


**3 What is your sex?**  
As shown on your birth certificate or gender recognition certificate

Male  Female

**4 Date of birth** DD MM YYYY

**5 Home address**

  
  
  
 Postcode   
 Country 

**6 National Insurance number** (if known)

**7 Employment start date** DD MM YYYY

Continue on the next page

## Employee statement

These questions will help you to choose the statement that matches your circumstances. The statement you choose helps your employer to apply the correct tax code.

**8 Do you have another job?**

Yes  Put an 'X' in the statement C box below

No  Go to question 9

**9 Do you receive payments from a State, workplace or private pension?**

Yes  Put an 'X' in the statement C box below

No  Go to question 10

**10 Since 6 April have you received payments from:**

- another job which has ended or any of the following taxable benefits
- Jobseeker's Allowance (JSA)
- Employment and Support Allowance (ESA)
- Incapacity Benefit

Yes  Put an 'X' in the statement B box below

No  Put an 'X' in the statement A box below

For more information about tax codes, go to [www.gov.uk/tax-codes](http://www.gov.uk/tax-codes)

| Statement A<br><input type="checkbox"/>   | Statement B<br><input type="checkbox"/>   | Statement C<br><input type="checkbox"/>  |
|---|---|--|
| Current personal allowance  | Current personal allowance on a Week 1/Month 1 basis  | Tax Code BR  |
| <p><b>Key</b></p> <p>This is my first job since 6 April and since the 6 April I have not received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>   | <p><b>Key</b></p> <p>Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul> | <p><b>Key</b></p> <p>I have another job and/or I am in receipt of a State, workplace or private pension.</p> |
| <p><b>Key</b></p> <p>Jobseeker's Allowance (JSA) is an unemployment benefit which can be claimed while looking for work.</p> <p>Employment and Support Allowance (ESA) is a benefit which can be claimed if you have a disability or health condition that affects how much you can work.</p> <p>Incapacity Benefit is help if you could not work because of an illness or disability before 31 January 2011.</p> <p>State Pension is a pension paid when you reach State Pension age.</p> <p>Workplace pension is a pension which was arranged by your employer and is being paid to you.</p> <p>Private pension is a pension arranged by you and is being paid to you.</p> <p>Please note that no other Government or HMRC paid benefits need to be considered when completing this form.</p> |   |  |

**Continue on the next page**

## Student loans

11 Do you have a student or postgraduate loan?

Yes  Go to question 12

No  Go straight to the Declaration

12 Do any of the following statements apply:

- you're still studying on a course that your student loan relates to
- you completed or left your course after the start of the current tax year, which started on 6 April
- you've already repaid your loan in full
- you're paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

Yes  Go straight to the Declaration

No  Go to question 13

13 To avoid repaying more than you need to, tick the correct student loan or loans that you have - use the guidance on the right to help you.

Please tick all that apply

Plan 1

Plan 2

Plan 4

Postgraduate loan (England and Wales only)

Employees, for more information about the type of loan you have or to check your balance, go to [www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance)

Employers, for guidance on student loans and which plan or loan type to use if your employee has selected more than one, go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

**You have Plan 1 if any of the following apply:**

- you lived in Northern Ireland when you started your course
- you lived in England or Wales and started your course before 1 September 2012

**You have Plan 2 if:**

You lived in England or Wales and started your course on or after 1 September 2012.

**You have Plan 4 if:**

You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

**You have a postgraduate loan if any of the following apply:**

- you lived in England and started your postgraduate master's course on or after 1 August 2016
- you lived in Wales and started your postgraduate master's course on or after 1 August 2017
- you lived in England or Wales and started your postgraduate doctoral course on or after 1 August 2018

## Declaration

I confirm that the information I've given on this form is correct.

Full name Use capital letters

Signature

Date DD MM YYYY

## Give this form to your employer

Your employer will use the information to make sure you pay the right amount of tax.

Do not send this form to HMRC.

## Employer guidance

For information on how to work out your new employee's tax code, go to [www.gov.uk/new-employee-tax-code](http://www.gov.uk/new-employee-tax-code)

Use Statement A, B or C that your employee has chosen in the employee statement section and apply the tax code below:

- Statement A - use the current personal allowance
- Statement B - use the current personal allowance on a 'week 1/month 1' basis
- Statement C - use tax code BR