

APPLICATION / REGISTRATION FORM

1. Equal opportunities

Professional Personnel Management Ltd (PPM Recruitment) is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of gender, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a trade union and we place an obligation upon all staff to respect and act in accordance with the policy.

Professional Personnel Management Ltd (PPM Recruitment) shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Professional Personnel Management Ltd (PPM Recruitment) will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the vacancy.

1. Candidate / Temporary Worker Details

Information required	Details	Date of check
Worker details		
Position Applied For:		
Name: (first and last names are mandatory)		
Home Address and Postcode:		
Telephone Number:		
Email Address:		
Emergency Contact Details:		
Date of Birth and Gender:		
National Insurance number:		
Optional Agreement: Are you willing to work in excess of 48 hours per working week or as set out in the 1998 working time regulations that the working week limit of 48 hours shall not apply to your temporary assignments?	Yes / No	

Information required	Details	Date of check
- Do you have the right to work in the UK? - Do you have immigration permission to work in the UK? In line with Home Office guidance on the prevention of illegal working we will need to verify and take copies of your original ID documentation	Yes / No Yes / No If permission is restricted, please note any restrictions.	

2. Criminal Record Disclosure

We are asking you to complete this form in relation to job roles which are not exempt from the Rehabilitation of Offenders Act 1974. For this reason you are not required to declare any information about 'protected' offences – (offences to which the filtering rules apply). You are only required to disclose information about unspent convictions. You are not required to disclose spent convictions on this form. If you wish to be put forward for/if any role is identified which may be suitable for you but which is exempt from the Rehabilitation of Offenders Act 1974, meaning that you are required to disclose spent convictions, we will ask you to complete an additional criminal disclosure form. You are not required complete that additional form if you do not wish to be put forward for that type of work.

Information required	Details
Do you have any unspent criminal convictions?	Yes / no
If yes, please provide the offence dates, dates of conviction/caution, offence types and sentences below You are not required to provide any information about protected (filtered) offences.	

The information given will be treated in the strictest of confidence and only taken into account where, in our reasonable opinion, the offence is relevant to the post to which you are applying. Failure to declare a conviction and where information later comes to light relating to an undeclared conviction may require us to declare the information to our client and your assignment may be terminated.

3. Qualifications, authorisations

Please Insert details of any Qualifications or Professional Qualifications, Certificates or Authorisations required to work.

Information required	Detail	Date of check

4. 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 to the role 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

Professional Personnel Management Ltd (PPM Recruitment) provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data. Please see our Privacy Statement below

Data Protection Privacy Notice



In this statement we explain how Professional Personnel Management Ltd (PPM Recruitment) manages your personal data.

1. Collection and use of personal data

a. Purpose of processing and legal basis

Professional Personnel Management Ltd (PPM Recruitment) will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients. In some cases we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your Consent
- Where we have a legitimate interest (see below)
- To comply with a legal obligation that we have, to include checking eligibility, criminal record checks and health & safety compliance
- To fulfil a contractual obligation that we have with you for the purpose of fulfilling your role, enabling payments to you, administration and providing information to governing bodies and agencies including the HMRC.

b. Legitimate interest

This is where Professional Personnel Management Ltd (PPM Recruitment) has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where Professional Personnel Management Ltd (PPM Recruitment) has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- Managing our database and keeping work seeker records up to date
- Contacting individuals to seek your consent where you need it
- Providing work-finding / recruitment services to the individual, including sending their information to our clients where you have demonstrated an interest in doing that particular type of work but not expressly consented to Professional Personnel Management Ltd (PPM Recruitment) passing on your CV.
- Contacting the individual with information about similar products, roles or services
- Passing work-seeker information to trusted third parties (see Recipients of Data)

c. Recipient/s of data

Professional Personnel Management Ltd (PPM Recruitment) will process your personal data and/or sensitive personal data with the following recipients:

Where you have processed the individual's data with a third party you will be obliged to inform the individual who such recipients or categories of recipients of that data are:

- Our clients that we introduce or supply individuals
- Candidates' former or prospective new employers that you obtain or provide references to
- The Recruitment and Employment Confederation and SAFE Contractor that may require access to our candidates' data.
- Our ISO Auditors who carry out audits to ensure that we run our business correctly



- Payroll service providers who manage our payroll on our behalf, including umbrella companies that we pass candidate data to
- Other recruitment agencies in the supply chain (e.g. master/neutral vendors and second tier suppliers);
- Our insurers
- Our legal advisers
- Our social networks
- Our IT and CRM providers
- Any public information sources and third-party organisations that we may use to carry out suitability checks on work-seekers e.g. Companies House, the Disclosure and Barring Service (DBS), DVLA, Credit reference agencies
- Government, Law enforcement agencies and other regulators e.g the Police, Home Office, HMRC, Employment Agencies Standards Inspectorate (EASI), Local Authority Designated Officers (LADOs), GLAA,
- Trade unions;
- Any other organisations an individual asks you to share their data with.

d. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract.

Recruitment businesses must collect certain personal data to meet statutory obligations, such as the Conduct of Employment Agencies and Employment Businesses Regulations 2003, where we have to check identity, right to work, suitability for the role, qualifications and experience (and which you are doing via this registration form).

You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are that we wouldn't be able to act on your behalf as a recruitment business if we cannot do all of the above necessary checks and will not be able to introduce or supply you to our client(s).

2. Overseas transfer of Data

Professional Personnel Management Ltd (PPM Recruitment) will not transfer the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

3. Data retention

Professional Personnel Management Ltd (PPM Recruitment) will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.



Where Professional Personnel Management Ltd (PPM Recruitment) has obtained your consent to process your personal data and /or sensitive personal data we will do so in line with our retention policy. Upon expiry of that period Professional Personnel Management Ltd (PPM Recruitment) will seek further consent from you. Where consent is not granted Professional Personnel Management Ltd (PPM Recruitment) will cease to process your personal data and / or sensitive personal data.

4. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data Professional Personnel Management Ltd (PPM Recruitment) processes on you;
- The right of access to the personal data [Insert agency name] processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to Professional Personnel Management Ltd (PPM Recruitment) processing your personal data/and sensitive personal data you have the right to withdraw that consent at any time by contacting our Data Protection Officer who handles data protection issues.

There may be circumstances where Professional Personnel Management Ltd (PPM Recruitment) will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that Professional Personnel Management Ltd (PPM Recruitment) processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.

5. Automated decision-making

Professional Personnel Management Ltd (PPM Recruitment) does NOT use automated decision-making, including profiling.

6. Complaints or Queries



If you wish to complain about this privacy notice or any of the procedures set out in it please contact:

Data Protection Officer for Professional Personnel Management Ltd (PPM Recruitment):

Name: Bruce Horrocks

Tel: 08450-132303

Email: bruce.horrock@ppmrecruit.com

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Professional Personnel Management Ltd (PPM Recruitment) 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).

Candidate / Temporary Worker Name:

Signed by candidate / temporary worker:

Date: