

REGISTRATION FORM

CK Associates Ltd, trading as CK Group, 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 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, race, colour, 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.

We will not discriminate unlawfully when deciding which candidate is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. We will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

Personal Details

Full Name: Alberto Sbicca

Previous Names: N/A

Date of Birth: 04/07/1968

Current Address: 12 Holmesdale Raod

Post Code: RH5 4HT

Tel: Mobile: 07555542510

Email: sbicca@gmail.com

National Insurance No: NR 092041C

Confirmation of Identity and Right to Work in the UK

Please see Appendices 1 and 2 for details of acceptable documentation to provide in order to confirm your identity and right to work in the UK. If you are engaged by CK for temporary work, we will need to either verify your original documentation in a face-to-face meeting before you start work, or carry out an online check using the IDVT supplier Yoti, or the Home Office checking service, followed by a video call to confirm your identity. This is in line with Home Office guidance on the prevention of illegal working.

Note 1: Maximum file size for each attachment is 10Mb.

Note 2: If you have a UK passport please copy any pages showing personal details. If you have a biometric visa, please copy both sides.

Note 3: All copies must show clear space around the passport or visa. Do not place against the edge of the copier or scanner.

Note 4: A document issued by an employer or government body is required as confirmation of your NI number.

As confirmation of my identity, I attach copies of these documents:

Passport

To confirm my right to work in the UK, I have attached a copy of:

Passport

Brunswick House, The Bridge Business Centre, Beresford Way, Chesterfield S41 9FG

T 01246 457700 E information@ckgroup.co.uk W www.ckgroup.co.uk



INVESTOR IN PEOPLE

CK Associates Limited
Registered in England No 2611749
VAT Registered No 599 8643 52
Registered Office: Brunswick House, The Bridge
Business Centre, Beresford Way, Chesterfield S41 9FG
QD-APP1 Issue 30 11 May 2023 L Crombie

Confirmation of Qualifications and Professional Memberships

I attach a copy of my highest qualification:

- ☐ HNC/HND
- ☒ Degree
- ☐ Masters
- ☐ PhD
- ☐ Other

Note 1: Maximum file size for each attachment is 5Mb.

Note 2: If you have recently obtained your qualifications and are not yet in receipt of your certificates, please attach any correspondence from the awarding body confirming your attendance.

Note 3: We will require your consent at the end of this form to verify your qualifications direct with the awarding body via qualificationscheck.com.

I attach evidence of current professional memberships as follows:

Professional References

If you are engaged for temporary work, and in some cases also for permanent work direct with a client, we will require a minimum of two professional references from your most recent engagements, covering a **continuous period of five years**. Many of our clients will not permit you to start work until reference checks are complete, so it's important to provide as much information as possible and to verify with your referees that they will be able to provide a reference when contacted. Full details will be requested from you once a placement has been confirmed. Please confirm you will be able to provide reference details at a later stage if requested.

Yes



No



Criminal Record Disclosure

The following information is required in relation to job roles which are not exempt from the Rehabilitation of Offenders Act 1974. For this reason you are only required to disclose information about unspent convictions. You are not required to disclose spent convictions or "protected" offences. If you are unsure whether a conviction is unspent, spent or protected (filtered), you can contact organisations such as NACRO or Unlock for further information. 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 to complete that additional form if you do not wish to be put forward for that type of work.

Do you have any unspent* criminal convictions?

Yes



No



If yes, please state briefly below the offence type, caution/conviction date and sentence.

If you have declared any convictions above, you are welcome to also provide any additional information direct to a Compliance Officer if you think may be relevant and will help us determine your suitability to be put forward to roles with our clients. 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 may require us to exclude you from our register if the offence is not declared but later comes to light. If you are working in an assignment with a client at the time we are made aware of a conviction that has not been declared to us, we may be legally required to inform our client of that information and your assignment may be terminated.

Are you facing any criminal prosecutions?

Yes



No



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 type of job or position sought.

Do you have any health issues or a disability which may make it difficult for you to carry out functions which are essential for the type of role you seek?

Yes ☐

No ☒

If yes, please specify

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.

Attachments

Please attach all documents and any other relevant documents using the attachments section, found in the 3 dots menu in the top right hand corner.

Data Protection Statement

CK Associates Ltd 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. This Privacy Statement is attached in Appendix 3.

Consent Declaration

By signing this registration form I give my consent to CK Associates Ltd to process the following information in accordance with the attached Privacy Statement for the purpose of providing me with work-finding services:

My personal data

- Name and any previous names
- Date of birth
- Contact details, including telephone numbers, email address and postal address
- Experience, training, qualifications, professional memberships
- CV
- National insurance number
- Nationality
- Gender
- ID and Right to Work documentation
- Employment and other references including supporting documentation
- Next of kin/emergency contact details

My sensitive personal data

- Disability/health condition relevant to the role
- Unspent criminal convictions

I also consent to CK Associates Ltd processing my personal data with third parties including our client companies, their nominated MSPs and other third party service providers, the REC and for the purposes of internal and external audits and investigations carried out to ensure that CK Associates Ltd is complying with all relevant laws and legal and contractual obligations. The consent I give will last for 3 years. I am aware that I have the right to withdraw my consent at any time by informing CK Associates that I wish to do so.

Further Candidate Declaration

I hereby confirm that the information given is true and correct. If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that CK Associates 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).

Signed by candidate

Electronically RSigned by:
Alberto Sbicca
18/02/2025 15:57 GST

Name Alberto Sbicca

Appendix 1: Confirmation of identity

Option 1 – photographic

Please attach a copy of **one of these** as confirmation of your identity:

- a valid passport (including any pages containing personal details)
- photo card driving licence plus additional document as proof of current address

Option 2 – non-photographic

If you genuinely cannot provide photographic evidence as above, please provide:

- a passport sized photograph of yourself, endorsed with the signature of a “person of standing” who has known you for at least 3 years
- copies of **2 forms of non-photographic personal ID** eg
 - UK birth certificate
 - UK full old style paper driving licence
 - marriage/civil partnership certificate
 - benefits statement or book
 - notification of entitlement to state or local authority benefit, tax credit, pension, government grant or student grant/loan
 - HMRC coding, assessment, statement or tax credit (not P45 or P60)
- copies of **2 official documents**, issued less than 3 months previously, confirming your current address eg
 - correspondence documents from a bank or building society*, the Benefits Agency, Employment Service, Inland Revenue, Local Authority
 - a utility bill (Please note we cannot accept internet printed bills or mobile phone bills.)
 - a valid insurance certificate.

Appendix 2: Right to Work in the UK

Evidence of right to work in the UK – acceptable documents

LIST A (no follow-up checks required)

1. A passport (current or expired) showing the holder is a **British citizen** or a **citizen of the UK and Colonies having the right of abode in the UK**.
2. A passport or passport card (current or expired) showing that the holder is an **Irish Citizen**.
3. A document issued by the Bailiwick of Jersey, Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that **the holder has been granted unlimited leave to enter or remain** under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is **exempt from immigration control**, is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
5. A current **Immigration Status Document** issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to **stay indefinitely in the UK**, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
6. A **birth or adoption certificate** issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
7. A **birth or adoption certificate** issued in the Channel Islands, Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **certificate of registration or naturalisation** as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

LIST B GROUP 1 (time limited)

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

LIST B GROUP 2 (time limited)

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A certificate of application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU on or after 1 July 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey or Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 together with a Positive Verification Notice from the Home Office Employer Checking Office.
4. An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

Appendix 3: Privacy Notice (when personal data is obtained from the individual)

Company Name: CK Associates Limited, trading as CK Group ('the Company')

Contact: Rebecca Skelton, Operations Support Manager
Westwick House, The Bridge Business Centre, Chesterfield, S41 9FG
rskelton@ckgroup.co.uk
01246 580044

Document Ref: QD-GDPRPN1 Issue 4 11 January 2024

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a 3rd party jobs board. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you, we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

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

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

b. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- To provide work finding services to you and recruitment/outsourcing services for our clients

c. Recipient/s of data

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Clients of the Company who have engaged the Company to provide recruitment/outsourcing services and are prospective employers or hirers for you
- Managed Service Providers engaged by said clients to coordinate recruitment/outsourcing services
- Vendor Management Systems operated by said Managed Service Providers
- Other Third Party service providers essential to our business operation

d. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (eg our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are that we will be unable to provide you with work finding services.

2. Overseas Transfers

The Company or its clients may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

3. Data Retention

The Company will retain your personal data only for as long as is necessary. Different laws 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. Records relating to right to work in the UK must be kept for 2 years after employment or engagement has ended.

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 the Company has obtained your consent to process your personal and sensitive personal data such as health information or criminal records checks, we will do so in line with our retention policy and seek further consent from you after 3 years. Where consent is not granted the Company will cease to process your 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 the Company processes on you;
- The right of access to the personal data the Company 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 the Company processing your personal data/sensitive personal data you have the right to withdraw that consent at any time by contacting the Company's Operations Support Manager, Rebecca Skelton, rskelton@ckgroup.co.uk.

5. Complaints or Queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact the Company's Director of People & Culture, Naomi Menary nmenary@ckgroup.co.uk.

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.

Permission to Release Information

I hereby authorise and request all parties to release information on my academic standing/records to Qualification Check Ltd for the purpose of verification in accordance with GDPR. I understand that this information is to be retained but will remain confidential within Qualification Check Ltd and its clients and be used only for background screening purposes. I agree to provide any assistance or documentation required to complete and process any searches or applications.

I confirm that my name and associated personal data may be passed to an institution or to an agent outside the EEA either:

(a) to undertake the verification and there is a risk that such agent and/or institution may not be subject to the same legal framework as Qualification Check Ltd; and/or

(b) for Qualification Check to share it with its subsidiaries and/or agents to assist with the processing of checks,

and I confirm that I understand that there is a risk that the institution and/or agent may not be subject to the same local jurisdictional legal framework as Qualification Check Ltd.

I confirm that the information I have given in connection with my application is correct to the best of my knowledge.

Educational Institution/University: LondonsouthBank

Full Name: Alberto Sbicca

Date: 30/06/2010

Signature: 
Electronically RSigned by:
18/02/2025 15:57 GST



Envelope Data

Subject:CK Registration Form

Documents:CK Registration Form - UK.docx,Qualification Check Consent Form.doc

Document Hash:36802457

Envelope ID:ENV94084519-3479-CABC-1903-EBCF

Sender:Jenna Brooks

Sent:18/02/2025 15:45 PM GST

Status:Completed

Status Date:18/02/2025 16:18 PM GST

Access Authentication:None

Email Access Code:Unchecked

Email Verification:Not enabled

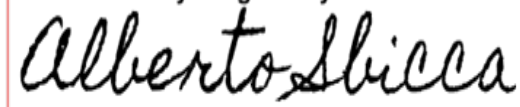
Recipients / Roles

Name / Role	Email	Type
Jenna Brooks	jbrooks@ckgroup.co.uk	Sender
Alberto Sbicca	sbicca@gmail.com	Signer

Document Events

Name / Roles	Email	IP Address	Date	Event
Jenna Brooks	jbrooks@ckgroup.co.uk	3.126.200.180	18/02/2025 15:45 PM GST	Created
Alberto Sbicca	sbicca@gmail.com	149.87.196.200	18/02/2025 16:18 PM GST	Signed
			18/02/2025 16:18 PM GST	Status - Completed

Signer Signatures

Signer Name / Roles	Signature	Initials
Alberto Sbicca	<div>Electronically RSigned by:  18/02/2025 15:57 GST</div>	