



Authorisation to recruit – Salaried colleagues

To start the approval process, this form must be completed in full by the Hiring Manager then submitted to talent.acquisitionteam@greencore.com

You should only complete this form using **Adobe Reader** otherwise the drop-down information provided may not be visible to the recipient.

Contract Type/Cost Type (Est):	
Has the role been budgeted? <u>Unique Role No:</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No

ROLE DETAILS

Job title:			
Role Profile (if different):			
Functional area:			
Business Area:			
Site (cost):			
Site (physical base):			
If multi-site, please list:			
Department Code:			
Function/Sub-function:			
Hiring Manager:			
Reason to recruit:			
Justification:			
Leavers name (if applicable):			
Leavers salary:			
Leavers last day:			
Probation Period:		Notice Period:	
Holidays:		Bank Holidays:	
Hours per Week:		Breaks:	
Shift Pattern/Working Days:			
Overtime:			



Authorisation to recruit



REMUNERATION:

Career Band:	
Salary range:	
Healthcare:	
Bonus:	
Car Allowance:	
Holidays:	
Additional benefits:	
Notice period:	
Working hours:	
Shift pattern:	

FTC'S ONLY

Preferred start date:	
Duration required:	

APPROVAL PROCESS

Upon receipt of the completed ATR a member of the talent acquisition team will contact the Hiring Manager to complete the Recruitment Briefing and upload all information onto TribePad - this will start the automated approval process. Recruitment for the role will commence once it has been through the approval process successfully.