



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 location:	
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.