



Complete for salaried new starters only. (Only agreed role profiles will be processed).

Please submit this form 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.

TA Specialist:
ATR Number:
Is the offer within ATR? Unique Role No:
Recruitment Source:
Name of Referrer: (if app)
Agency: (if app)
Agency. (II app)
CANDIDATE DETAILS:
Name:
Known as:
Address:
Email Address:
Telephone Number:
ELIGIBILITY TO WORK:
Proof of ID: (passport, birth cert, visa etc. plus passport proven)
Proof of ID Proof of NI ETW Checklist Passport Proven
Notes:
CHECKLIST FOR HR SHARED SERVICES:
Payroll Number:
HRSS Coordinator:
Date sent to Payroll:







Signed Contract:  WTD Form / Update OHR:  GDPR Fair Processing Notice: Induction arranged: (SLT for Senior Colleagues)  Car Options Form: (Update OHR and Send to Fleet)  OFFER & JOB DETAILS:  Business Area:  Contract Type(Cost Type (Est):  Start Date:  Job Title:  Role Profile:standandustrous v. sweed  Salary:  Career Band: Department Code: Function /Sub Function:  Site: (Cost) Unit / Location: (Physical base) Manager Name & Job Title:  Probation Period: Holidays: Hours per Week: Shift Pattern/Work Schedule (Salaried): Working Days (Weekly):  BENEFITS:  Car Allowance: Private Healthcare: Bonus: Performance Share Plan:  Notes:				
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