

Onboarding Form

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? <u>Unique Role No:</u>			
Recruitment Source:			
Name of Referrer: <i>(if app)</i>			
Agency: <i>(if app)</i>			

CANDIDATE DETAILS:

Name:	
Known as:	
Address:	
Email Address:	
Telephone Number:	

ELIGIBILITY TO WORK:

Proof of ID: <i>(passport, birth cert, visa etc. plus passport proven)</i>
<input type="checkbox"/> Proof of ID <input type="checkbox"/> Proof of NI <input type="checkbox"/> ETW Checklist <input type="checkbox"/> Passport Proven
Notes:

CHECKLIST FOR HR SHARED SERVICES:

Payroll Number:	
HRSS Coordinator:	
Date sent to Payroll:	

Onboarding

Form

Signed Contract:	<input type="checkbox"/>	Payroll New Starter Form:	<input type="checkbox"/>
WTD Form / Update OHR:	<input type="checkbox"/>	Expression of Wish Form:	<input type="checkbox"/>
GDPR Fair Processing Notice:	<input type="checkbox"/>	Reference Form:	<input type="checkbox"/>
Induction arranged: <i>(SLT for Senior Colleagues)</i>	<input type="checkbox"/>	New Starter email sent to manager:	<input type="checkbox"/>
Car Options Form: <i>(Update OHR and Send to Fleet)</i>	<input type="checkbox"/>	OpenHR record / E-File Set Up:	<input type="checkbox"/>

OFFER & JOB DETAILS:

Business Area:			
Contract Type/Cost Type (Est):			
Start Date:		FTC End Date:	
Job Title:			
Role Profile: <i>(STANDARD LIST ONLY - Salaried)</i>			
Salary:			
Career Band:			
Department Code:			
Function /Sub Function:			
Site: <i>(Cost)</i>			
Unit / Location: <i>(Physical base)</i>			
Manager Name & Job Title:			
Probation Period:		Notice period:	
Holidays:		Bank Holidays:	
Hours per Week:		Breaks:	
Shift Pattern/Work Schedule (Salaried):			
Working Days (Weekly):		Cycle Sequence (Salaried):	

BENEFITS:

Car Allowance:
Private Healthcare:
Bonus:
Performance Share Plan:
Notes: