

## **Onboarding Form Guidance**

It is important that the Onboarding Form is completed correctly to enable the HRSS team to produce and issue the correct Contract of Employment and Offer Letter, set up the new starter under the correct entity and ensures that Terms and Conditions are in line with the new organisational structure.

We expect all fields to be completed prior to the Onboarding form being sent to the HRSS to process. The below prompts can be used to ensure all mandatory fields are completed. Your form may be rejected if the below criteria is not met, and a new one will need to be submitted.

HRSS will reject the case if the following is missing:

- ATR number
- Unique Role ID if a Management and Support role
- Business Area
- Start date
- End of FTC date
- Role Profile
- Department code
- Function
- Sub function
- Site/cost







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> :	<b>◆</b>	
Recruitment Source:		
Name of Referrer: (if app)		
Agency: (if app)		

The Unique role number required to enable us to maintain the new Organisation Structure

The ATR number is required so we are aware the role has been approved

# CANDIDATE DETAILS:

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

# **ELIGIBILITY TO WORK:**

Proof of ID: (pas	sport, birth cert, visa	a etc. plus passport pr	oven)	
Proof of ID	Proof of NI	ETW Checklist	Passport Proven	
Notes:				

## CHECKLIST FOR HR SHARED SERVICES:

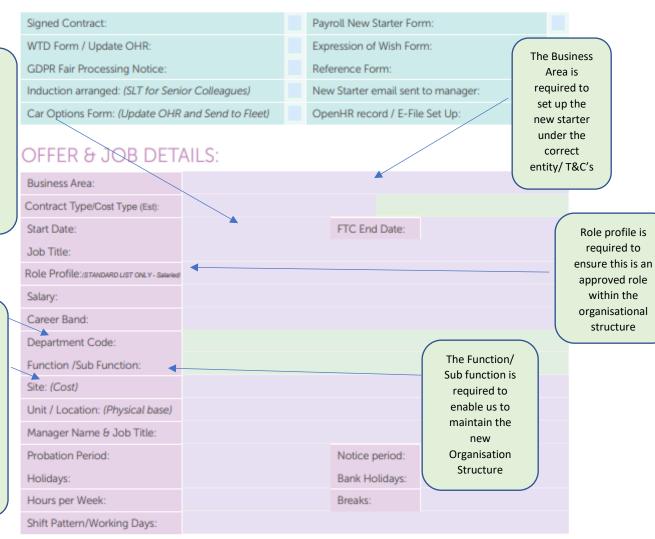
Payroll Number:			
HRSS Coordinator:			
Date sent to Payroll:			



#### Form

The start date and end FTC date (if applicable) are required to ensure the colleague is paid correctly and for the right period.

The cost type and department code are required to ensure the colleagues salary is costed to the correct department



## **BENEFITS:**

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