

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: | |

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| | | | |
|---|--------------------------|------------------------------------|--------------------------|
| 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/Working Days: | | | |

BENEFITS:

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