New Starter



Form

Please refer to the fair processing notice which accompanies this form, which sets out how and why Greencore uses personal data about our colleagues.

YOUR PERSONAL DETAILS

Title:	Mr Miss	Ms M	rs Othe	er
Name:	Forename	Middle name(s)		Preferred name
	Surname		Previous name(s)
Address:	House Number / Name		Street	
	Town	Postcode		County
Date of Birth:				
Email address:				
Contact Numbers:	Home Phone Number		Mobile Numbe	r
Emergency Contact Details:	Name	Relationship		Contact Number

IDENTIFICATION DETAILS

National Insurance/PPS Number:			
Passport Number:			
Issuing Country:			
Visa Details: (If applicable)			
Expiry date:			

BANK DETAILS

Bank / Building Society Name:				
Account Holder Name (as appears on the account):				
Sort Code / BIC:				
Account Number / IBAN:				
Building Society Roll No:				



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ETHNIC ORIGIN, NATIONALITY, DIVERSITY & INCLUSION

Making sure that we are an inclusive organisation is extremely important to us. In this section we will ask you to tell us a bit more about you relating to your gender, ethnicity, religion, sexual orientation, and any disabilities you may have. The reason that we ask for these details is for us to ensure that everyone is treated fairly and equally, and to ensure that we are representative of our diverse colleague base. Please note, providing these details is completely voluntary, if you would prefer not to say, please select "prefer not to say".

White	British – English / Welsh / Scottish / Northern Irish Irish Member of traveller community	If other, please specify
Asian / Asian British:	Indian Pakistani Bangladeshi Chinese	If other, please specify
Black / African / Caribbean / Black British:	African Caribbean	If other, please specify
Mixed/Multiple Ethnic Groups:	White and Black CaribbeanWhite and Black AfricanWhite and Asian	If other, please specify
Other Ethnic Group:	Arab	If other, please specify

We have a diverse workforce here at Greencore, and have provided here the 10 most common nationalities for our colleagues, but recognise there are many more, if your nationality is not listed, please list in Other and we will be sure to capture on your record.

What is your nationality?				
British Polish Slovak Latvian	Romanian Indian	Lithuanian Hungarian	Portuguese Bulgarian	If other, please specify
Which gender do you iden	tify with?			
Male Female	If other, please specify			Prefer not to say
Please tick ONE option bel	ow that best describes	your sexual orie	ntation:	
Heterosexual/Straight	Gay/Lesbian	Bisexual	Other LGBTQ+	communities
If other, please specify				Prefer not to say
Do you consider yourself to	o be limited by a physic	cal or mental co	ndition (this may inclu	de a disability)?
Yes (please specify)				No Prefer not to say
Please tick ONE option that	defines your religious	beliefs:		
No Religion Sik Christian (including Co		Hindu and other deno	Jewish Mus minations) Pre	lim Ifer not to say 🗾 Other
If other, please specify				



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WORK STATUS - HMRC CHECK LIST

Please tick the statement below that relates to your current work status

Employment

A. This is my first job since last 6th April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.	
B. Since last 6th April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.	
C. As well as my new job, I have another job or receive a State or Occupational Pension.	

Student Loans

Do you have a Student Loan which is not fully repaid?	Yes No
Are you paying the student loan direct to the student loans company by agreed monthly instalments?	Yes No
What type of plan do you have?	
Plan 1 – You lived in Scotland or Northern Ireland when you started your course, or you lived in England or Wales and started your course before 1 September 2012	Plan 1
Plan 2 – You lived in England or Wales and started your course on or after 1 September 2012	Plan 2
Plan 4 – You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course	Plan 4

Postgraduate Loan (England & Wales only)

You lived in England and started your Postgraduate Master's course on or after 1 August 2016	
You lived in Wales and started your Postgraduate Master's course on or after 1 August 2017	
You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018	

Colleague Signature:
Date:

