

# Authorisation to release employment details

I hereby authorise Greencore to release all required information pertaining to my current employment, to the external agency/persons named below for the sole purpose of the reason stated.

## COLLEAGUE DETAILS:

Forename:		Surname:	
Payroll Number:		Site:	
Department:		Contact Number:	

## AUTHORISED REQUESTERS DETAILS:

(Please complete this section if the reference is to be sent to anybody other than who this information relates to)

Company Name:		Contact Number:	
Contact Name:			
Company Address:			
Email Address:			
Reason for Reference:			
Additional Information:			

## COLLEAGUE SIGNATURE:

Signed:		Date:	
Print Name:			

Please return this completed form to the HR Shared Services team using the details below, where your details will be dealt strictly in accordance with your wishes and processed under the General Data Protection Regulation guidelines.

HR Shared Services  
Greencore Group  
Tel: 01909 493333  
[HR.Sharedservices@greencore.com](mailto:HR.Sharedservices@greencore.com)