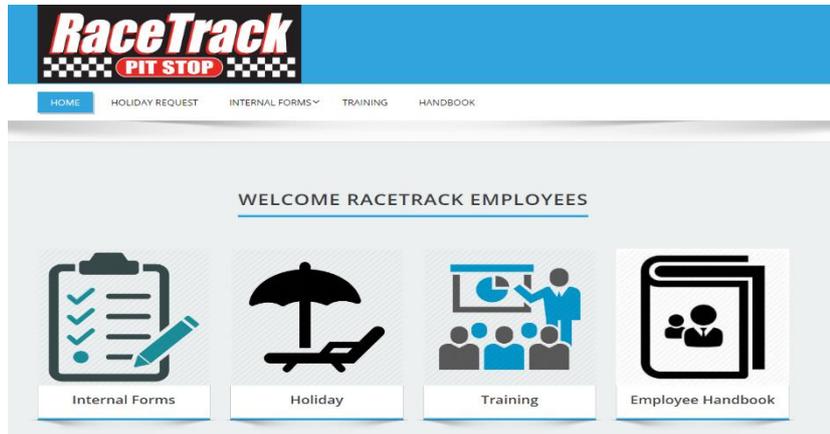


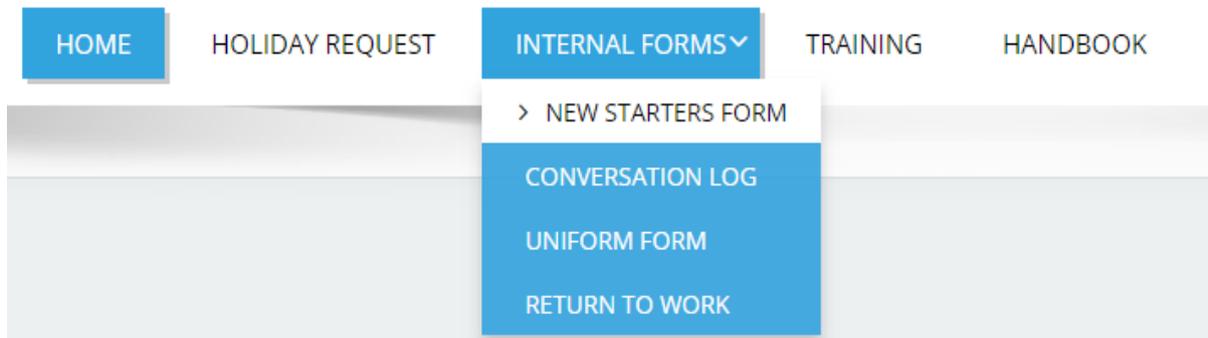
#### 1- New Starter Form:

**STEP ONE:** Go to this website on you back office PC or iPad if applicable:

<https://staff.racetrackpitstop.co.uk/>



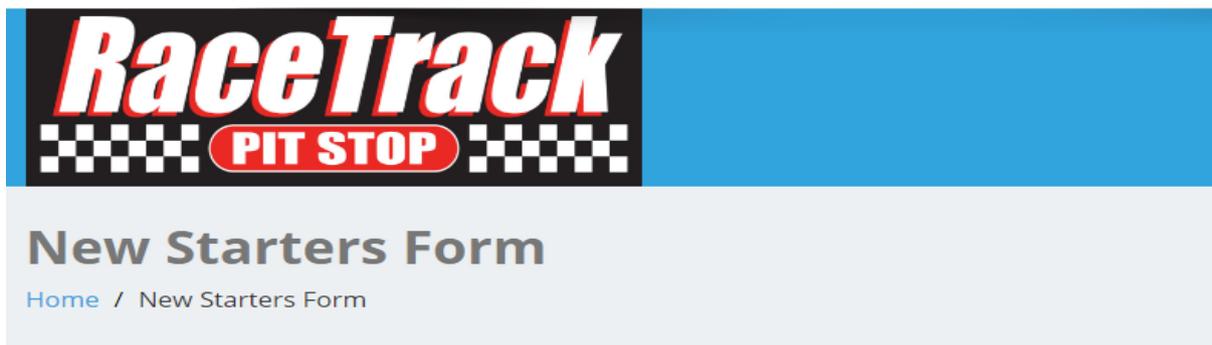
**STEP TWO:** Select the “NEW STARTERS FORM” from the internal forms dropdown (please see Note on last page of this guide)



**STEP THREE:** Assist the new start to complete the form.

**STEP FOUR:** Submit the form. this will email the new start their “Welcome to RaceTrack” pack along with all signed documents including Policies and Procedures and Company’s Code of Conduct.

**STEP FIVE (OPTIONAL):** If required, press the “print documents” button and print the documents for the new start.



Thankyou for submitting your details. This will be processed by the office, any issues they will be in touch.

Please download the PDF for you to take away:

[Download PDF](#)

Thanks,

RaceTrack HR

***Note:*** *Make sure you fill out the date on the Training Agreement!*

*The normal training period is 90 days (3 Months), but this might change so please check if unsure!*

### Training Agreement

Please input the start date on the employee & the length of the training period (in days)

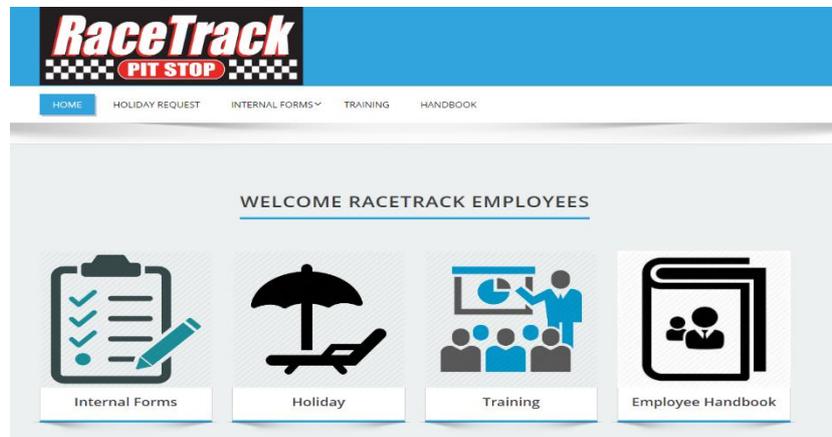
Training start Date:

Training Period Length (In Days):

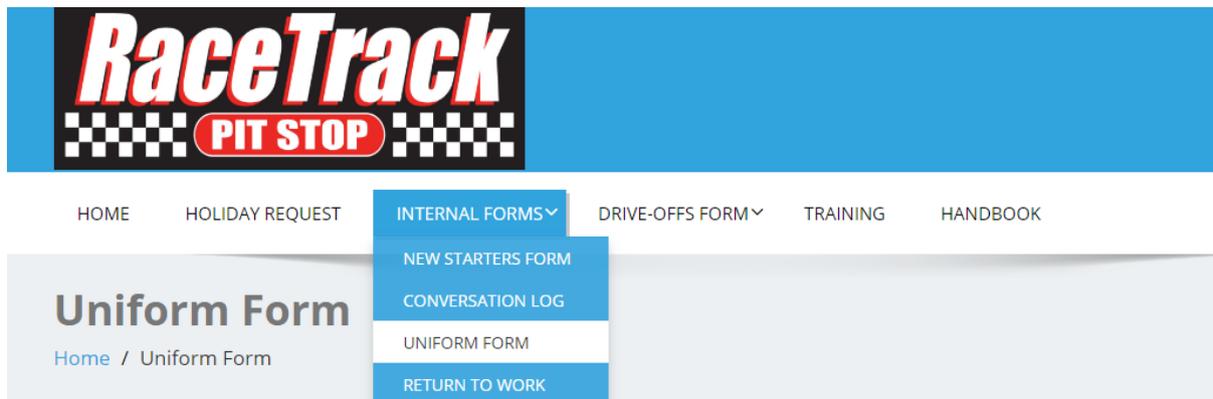
## 2- Uniform Form:

**STEP ONE:** Go to this website on you back office PC or iPad if applicable:

<https://staff.racetrackpitstop.co.uk/>



**STEP TWO:** Select the “Uniform Form” from the internal forms dropdown.



**STEP THREE:** Assist the employee to complete the form.

**STEP FOUR:** Submit the form. this will email HR the form for their record.

**STEP FIVE (OPTIONAL):** If required, press the “print documents” button and print the documents for the new start.

### **3- Key Holder Form: (Same as The Uniform Form)**

**STEP ONE:** Go to this website on you back office PC or iPad if applicable:

<https://staff.racetrackpitstop.co.uk/>

**STEP TWO:** Select the “Uniform Form” from the internal forms dropdown.

**STEP THREE:** Assist the employee to complete the form.

**STEP FOUR:** Submit the form. this will email HR the form for their record.

**STEP FIVE (OPTIONAL):** If required, press the “print documents” button and print the documents for the new start.