LAMBERT & REHBEIN
ENGINEERS • MANAGERS • SCIENTISTS

NEW STARTER IT FORM

STARTING DATE		POSITION TITLE	
FIRST NAME		SURNAME	

LOCATION			
	☐ Brisbane	☐ Cairns	☐ Melbourne

DIVISION			
	☐ Aviation	☐ Civil Urban	☐ Civil Inf.
	☐ Environmental	☐ Hydraulics	☐ Operations
	☐ Projects	☐ Structures	☐ Traffic

ACCESS LEVEL			
	☐ E-mail	☐ Office Data	☐ Payroll

ADDITIONAL SOFTWARE			
	☐ 12D	☐ AASidra	☐ AutoCAD
	☐ AutoTURN	☐ Circly	☐ INDUCTA
	☐ MapInfo	☐ Microstation	☐ Microstran\Limcon
	☐ Nearmap	☐ PC Drain	☐ Project
	☐ RAPT	☐ Revit	☐ Robots 3D
	☐ Structural Toolkit	☐ Suretrak	☐ Zavanti

DESK LOCATION	

DM SIGN OFF	

PC REQUIREMENTS			
	☐ New PC	☐ Cascaded PC	☐ Notebook
	☐ Existing PC		

MOBILE PHONE REQUIREMENTS			
	☐ New Mobile	☐ Cascaded Mobile	☐ CHOWN to L&R Plan

MANAGING DIRECTOR SIGN OFF		
Ashley Ruffin		Date: