

# Iron Ore (WA)

## Contractor Hire Form

All fields must be completed for this form with company representative cc'd in to be processed by the onboarding team

### HIRE TYPE – TO BE COMPLETED BY THE VENDOR

- ☐ New Hire  
☐ Rehire (Previously worked on a Rio Tinto Site)

**IF REHIRE PLEASE  
 PROVIDE AN EXISTING  
 SAP NUMBER:**

### CONTRACTOR DETAILS – TO BE COMPLETED BY THE VENDOR

<b>Given Names</b> (as per photo ID)		<b>Surname</b>				
<b>Preferred Name</b>		<b>Title</b>				
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth</b>				
<b>Vendor Name</b>		<b>Vendor Number</b>				
<b>Vendor Contact Details – In Case of an Emergency</b>						
<b>Given Names</b>						
<b>Surname</b>						
<b>Role</b>						
<b>Address</b>						
<b>City/ Suburb</b>		<b>Postcode</b>	<table border="1"> <tr> <td></td> <td><b>State</b></td> <td></td> </tr> </table>		<b>State</b>	
	<b>State</b>					
<b>Work Phone</b>		<b>Mobile Phone</b>				

### HIRE INFORMATION – TO BE COMPLETED BY THE RIO TINTO COMPANY REPRESENTATIVE

<b>Employee Subgroup</b>	<b>Category 3</b> <input type="checkbox"/> 11 Outsourced Service Contractor <input type="checkbox"/> 13 Additional Labour Skills <input type="checkbox"/> 30 Offsite Contractor	<b>Category 2</b> <input type="checkbox"/> 22 Independently Managed Contractor
<b>Bucket Position Number</b> (Org chart number contractor should be sitting in)		<b>Site</b>
<b>Initial Start Date</b>		<b>Contract End Date</b> (Cannot be greater than 12 months from request date)
<b>Company Representative Name</b>		<b>Cost Centre</b>
<b>Company Representative Position ID</b> (Org structure position number)		<b>Date</b>