

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

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

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

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