

Site Authorisation – Relevant Experience Evidence

CONTRACTOR TO COMPLETE																
Name:																
SAP ID:																
Department:																
Company:																

Contractor

Signature: _____

Date: _____

Recognition of Years of relevant experience in lieu of formal qualification:

Skill (from Standardised Skills Listing): _____

Years of experience required for skill: 3 years 5 years (select only one-from Standardised Skills Listing)

Please note: Only those skills on the Standardised Skills Listing marked with * are applicable for recognition of relevant experience in lieu of formal qualifications. This does not apply to Blue collar skills.

EVIDENCE to support required years of relevant experience may be selected from either of the below options (Please note: items may be selected from either option but must make up the required number of years of experience required for the selected skill):

Employer verification:

- i) the exact employment period (start and finish dates)
- ii) the nature of employment (full-time, part-time, casual)
- iii) job title (occupation)
- iv) a detailed description of the relevant tasks undertaken
- v) the name and address of the business on **official business letterhead** for each employer
- vi) the name, position, contact details and signature of the person authorised to make the statement and the length of time they supervised the applicant.

Resume

- i) Full name of employer/company for which previously worked
- ii) Job location for each job held
- iii) Job title (occupation) for each job held
- iv) specify the dates of employment with each employer
- v) List your responsibilities for each job held

Note: If Self Employed for all/any of the period required to provide evidence of years of experience please discuss with Contractor Management.

EVIDENCE of years of relevant experience verified/accepted			
Contract Owner:	Name:	Sign:	Date:
CMT Superintendent:	Name:	Sign:	Date:
Result:	<input type="checkbox"/> Evidence Accepted		<input type="checkbox"/> Evidence Not Accepted
Contractor Engagement Solution (CES) Worker Profile updated: <input type="checkbox"/>			
Comments:			
NOTE: The Company creating/updating the Worker Profile in CES must upload the authorised Site Authorisation form PLUS all evidence to support selected skill in lieu of formal qualifications (scanned as one document and uploaded into AVETTA).			

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Approved By:	CMT Superintendent	Page:	Page 1 of 1