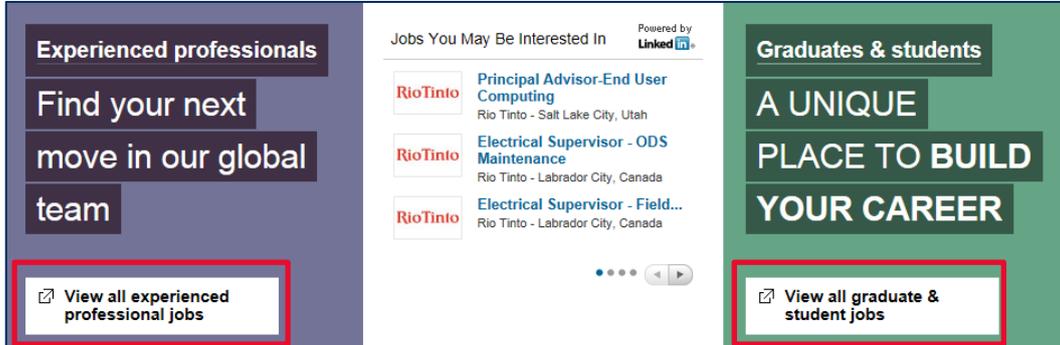


## Quick reference guide – How to apply for a job with Rio Tinto

1. Please go to our careers website by visiting [www.riotinto.com/careers](http://www.riotinto.com/careers).
2. To view current vacancies, click on the ‘View all ... jobs’ links in the purple or green boxes. Operators and maintainers should click the link in the purple box:



3. Here you will see a list of current global vacancies; click the ‘click here for more...’ link to see more vacancies:



4. By selecting different options from the drop-down lists, you can apply filters to be more specific with your search. For example, if you are only interested in working for Rio Tinto Iron Ore, select ‘Iron Ore’ from the ‘Business Area’ list and click on the magnifying glass icon:



**Search jobs**

Keyword or ReqID

Functional Area

Job Family

Iron Ore

Work Location

All Business Area  
 Aluminum  
 Copper and Coal  
 Diamonds and Minerals  
 Group Finance  
 Iron Ore  
 Organisational Resources

Dampier, WA | Regular )  
 tion - ( req820 | Gladstone, QLD | Temporary )  
 Turner - ( req821 | Gladstone, QLD | Temporary )  
 Singleton, NSW | Regular )  
 165607 | Kitimat, CA | Regular )  
 ateurs - ( RITM0170622 | Saguenay, CA | Regular )  
 iens Electriques - ( RITM0167222 | Saguenay, CA | Regular )  
 Banque de Candidatures-Techniciens Mecaniques - ( RITM0167221 | Saguenay, CA | Regular )

5. To submit an application for one of these vacancies, click on the relevant job title:

**Search jobs**

Keyword or ReqID

Functional Area

Job Family

Iron Ore

Work Location

Create job alert

- > Discipline Engineer - ( RITM0129950 | CAN - Sept-Iles )
- > Drill and Blast Operator - ( 110 | AU - Marandoo )
- > Electrical Supervisor - Field Maintenance - ( RITM0084026 | CAN - Labrador City )
- > Electrical Supervisor - ODS Maintenance - ( RITM0136604 | CAN - Labrador City )
- > **Manager Operations Dampier - ( RITM0180503 | AU - Dampier )**
- > Safety Officer - ( 52 | AU - Hope Downs 1 )
- > Senior Advisor Land Tenure Approvals - ( 17 | AU - Perth CBD )
- > Superintendent Infrastructure & Dewatering - ( 44 | AU - Hope Downs 1 )
- > Supervisor MEM Tyre Machines - ( 49 | AU - Marandoo )

6. Click the blue 'Apply with LinkedIn' button to apply with your LinkedIn profile, or click the orange 'Apply now' button:

**RioTinto**

Apply with LinkedIn

Terms of use

Have you got a LinkedIn profile?

Apply now

Refer job: [✉](#) [f](#) [in](#)

Add to Saved Jobs

Back

7. Sign into your profile with your email address and password, or create a new profile if you have not already done so:

**Sign in**

Sign in with:

[in Sign in with LinkedIn](#)

OR

E-mail

Password

Sign in

Forgot password?

Have you got a profile? Create a new profile

<< Back to Search

By signing in or creating a profile you agree to our Terms of Service

8. Following the on-screen instructions, tick the check box to confirm that you understand your application is unable to be completed on a mobile device, and click 'Next':

1 Privacy Statement 2 Resume/CV 3 Profile Information 4 Pre-Screening 5 Diversity 6 E-Signature 7 Submit application

Notice to Mobile Candidates STEP 1 - 2

Please note you will not be able to complete your application using a mobile device. Please login to your account using a computer to finalise your application. Incomplete applications will not be considered.

Do you agree?  
 I Agree

Save / Return Later Cancel Next >

9. Read the disclaimer, scroll to the bottom of the page and tick the check box to confirm that you agree, then click 'Next':

I confirm that the statements made by me in my profile and any job application (including supporting documents) are true and complete. I understand and agree that a false statement may disqualify me from employment, or after employment, may result in disciplinary action (to the extent permitted under applicable law).

I have read and understood this Privacy Statement and consent to the processing of my personal data in accordance with this Privacy Statement. In particular, I consent to the disclosure of my personal data within the Rio Tinto Group and to Rio Tinto's external service providers in accordance with section 3 of this Privacy Statement, including where this involves disclosures across national borders.

GLOSSARY

Personal data means all information relating to an identifiable individual. It includes your name, contact details and the information that you include in your profile. Processing includes anything that can be done with personal data, including its collection, use, disclosure, transfer, storage, retrieval, amendment and deletion.

Rio Tinto Limited is a company registered in Australia with company number ACN 004 459 404 and registered office at 120 Collins Street, Melbourne, Australia 3000.

Rio Tinto plc is a company registered in England and Wales with company number 00719885 and registered office at 2 Eastbourne Terrace, London, W2 6LG.

Rio Tinto Group means all businesses which are wholly or majority owned or managed by Rio Tinto plc or Rio Tinto Limited. A listing of the employer companies in the European Economic Area and Switzerland can be accessed [here](#).

Do you agree?  
 I Agree

< Back Save / Return Later Cancel Next >

10. To upload your resume/ CV, click the button next to 'Upload a resume/ CV from my computer' and then click 'Upload resume/ CV':

Resume/CV

Choose one of the following methods to upload your Resume/CV.  
(Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

Use my LinkedIn Profile as my Resume/CV

Upload a Resume/CV from my computer

Write or Paste a Resume/CV

11. If you would like to upload a cover letter, click the button next to 'Upload a cover letter from my computer' and then click 'Upload cover letter'. Click 'Next' to continue.
12. Complete the 'Contact Information' section, tick the check box at the bottom of the page and click 'Next':

Contact Information

Phone:

Address Line 1:

Address Line 2:

City:  State/Province:  Zip/Postal Code:

Country:

Areas of experience

◆ Add New Delete All

Experience	Description	Options
<input type="checkbox"/> I understand that selecting next will save my Resume/CV and any previous Resume/CV data will be updated.		

<< Back   Save / Return Later   Cancel   **Next >**

13. Complete the 'Profile Questionnaire', 'Consent to Email Communications', 'Pre-Screening' and 'Compliance' sections, and then click the 'Submit final answers' and 'Next' buttons at the bottom of the page.
14. Read the disclaimer, tick the check box to say that you agree, and then click the 'Next' button:

1 Privacy Statement   2 Resume/CV   3 Profile Information   4 Pre-Screening   5 Diversity   **6 E-Signature**   7 Submit application

Disclaimer STEP 1 - 1

"By submitting this form, I certify that the statements made by me in this application form and any supporting documents are true and complete. I understand and agree that a false statement may disqualify me from employment, or after employment, result in disciplinary action. I understand that data submitted via this application will be held on a computer system based in the United States and I hereby consent to my personal information being stored (in any format), processed or transferred to any associated Rio Tinto company, wherever situated, as required for the purposes of my prospective employment by the Rio Tinto Group, on condition that the Group will, so far as possible, keep such information confidential within the Rio Tinto group. In addition, I have read and understood Rio Tinto's privacy statement and how my personal information will be collected and used by the Rio Tinto Group in relation to its recruitment processes."

Do you agree?

I Agree

<< Back   Save / Return Later   Cancel   **Next >**

15. Click the 'Submit Application' button:

1 Privacy Statement   2 Resume/CV   3 Profile Information   4 Pre-Screening   5 Diversity   6 E-Signature   **7 Submit application**

Submit application STEP 1 - 1

**Submit Application**

<< Back   Save / Return Later   Cancel   Close

16. The 'Application Status' section in your profile shows a list of positions that you have applied for. To withdraw an application, click the blue arrow:

Position Title	Application Status	Last Modified	Review Status	Options
Manager Operations Dampier (RITM0180503)	<div style="width: 100%; background-color: green;"></div> 100%	7/20/2015	In Review	You applied on 7/20/2015
Drill and Blast Operator (110)	<div style="width: 100%; background-color: green;"></div> 100%	7/16/2015	In Review	You applied on 7/16/2015

17. If one of your applications is showing as incomplete, click the orange button to continue with the process and submit your application:

Position Title	Application Status	Last Modified	Review Status	Options
Safety Officer (52)	<div style="width: 50%; background-color: yellow;"></div> 50%	7/20/2015		<b>Continue Application</b>
Manager Operations Dampier (RITM0180503)	<div style="width: 100%; background-color: green;"></div> 100%	7/20/2015	In Review	You applied on 7/20/2015
Drill and Blast Operator (110)	<div style="width: 100%; background-color: green;"></div> 100%	7/16/2015	In Review	You applied on 7/16/2015