

# cadet application form

confidential

## Thank you for your interest in applying to the Royal Dutch/Shell Group of Companies.

Shell contains a diverse mix of men and women of over 100 different nationalities and ethnic groups, orientations, backgrounds and cultures. Shell values diversity. Our aim is to ensure that everyone receives the same favourable treatment irrespective of sex, race, religion, ethnic group, sexual orientation, marital status or disability.

Please complete this form in English. Note that it is not our aim to test your command of the English language at this stage, we are only interested in the content of your answers. Please write clearly using a black or blue pen and answer all questions as fully as possible.

### Application for appointment as:

Deck Cadet  Engineer Cadet

### Personal Details

Title Surname

Forenames & Initials

Gender Male  Female

Age

Nationality

Date of Birth

Place of Birth

### Contact Details

Telephone Number (Including International and local dialing codes)

Valid Email Address

Fax Number

Current Address

Permanent Address (if different from above)

Nearest International Airport

Nearest Regional Airport

Nearest Railway Station

### Next of Kin/Parent/Guardian Personal Details

Title Surname

Forenames & Initials

Relationship of Next of Kin

Date of Birth

Occupation

### Next of Kin/Parent/Guardian Contact Details

Permanent Address

Telephone Number (including International and local dialing codes)

Other contacts (email/fax etc)

### Application Notes

- The completion of this form does not bind you to continue with the application.
- All applicants must fulfil the requirements of the Seafarer's Medical Examination (ENG1). This will be arranged following successful provisional acceptance of application.
- The Company reserves the right to reject any application without disclosure of reason.
- The Company cannot be held responsible for the safe return of original documentation.
- The number of vacancies is limited, therefore early submission of application is recommended.
- The normal entry age for the Cadetship schemes is 16-23 however, all applications will be considered.
- The next of kin/parent/guardian will be party to a training agreement signed between the Company and the successful applicant upon joining. Wherever possible, this should be a parent or guardian.



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### Education History

Details of Schools/Colleges/Universities attended since age 11

Name	Address	Dates from/To

### Qualifications

Please give details of any exams you have taken with results and level of paper.

Date Taken	Examination Board	Subject	Result	Level of Examination

### Future Exams

Please give details of any exams you expect to take in the future.

Expected Date	Examination Board	Subject	Predicted Result	Level of Examination

### Employment History

Please provide details of any full or part-time employment you have had including any voluntary work or work experience.

Date from/to	Company Name	Nature of Employment	Type of Employment (Full/Part Time/Voluntary/Work Experience)

### Accompanying Documents

The following documentation must be enclosed with this application:

- Department for Transport sight test certificate (only applicable to Deck Cadets)
- 2 passport style photographs, signed and dated on the back by the applicant

Please contact our Recruitment Team for further details on the above requirements.

### Supporting Details

Please give details of any additional activities in which you partake  
Youth Organisations

Awards or Certificates

Positions of responsibility held (Captain of sports team, Head Pupil, Prefect etc)

Hobbies

### Background to Application

Please state briefly what prompted you to make this application

### References

**(Note that applicants only need complete this section if this form cannot be supported by the enclosed Cadet Reference Form completed by your Head/Form Teacher):**

Please give details of 1 referee and state clearly in the box provided whether you grant your consent for Shell Ship Management Limited to approach the referee for the purposes of reference checks.

Name

Permanent Address

Daytime Telephone Number

I grant consent for my referee to be approached in the manner as detailed above Yes  No

### Ethnicity

Completion of these questions is entirely voluntary and for the purposes of assisting us in monitoring our standard of diversity and inclusiveness. The following information will not be used as part of the selection process. It will be controlled by Shell Ship Management Limited and reported on an anonymous basis only.

What is your ethnic origin?

White

Black African

Black Caribbean

Far Eastern

Middle Eastern

Other please specify



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## Data Protection

The information you provide will be held and processed for the purpose of the selection process of the Royal Dutch/Shell Group of Companies worldwide and in connection with any subsequent employment or placement, unless otherwise indicated. Your personal data will be controlled by Shell Ship Management Limited, the use for which will be advised to the Isle of Man Office of the Data Protection Supervisor in accordance with the Isle of Man Data Protection Act 2002 and will be retained only for as long as is permitted by local legislation and then destroyed.

Your application form may be transferred to the Royal Dutch/Shell Group of Companies around the world. In such circumstances, we will try to ensure that your personal data is protected adequately wherever possible, even where countries to which it is transferred do not have laws to protect your personal data.

I HEREBY DECLARE that the information I have provided in this application form is correct and true to the best of my knowledge and belief and that the papers and certificates submitted with this application are genuine.

Applicant's Signature

Date

Next of Kin/Parent/Guardian's Signature

Date

Thank you for completing this application form. We aim to provide the highest quality of service to our potential applicants and endeavour to reply to your application, in writing, within 21 days of receipt of your completed application form. If you feel that you have not received an appropriate level of service, please write in strictest confidence to SSML/11, Shell Ship Management Limited, Manannan House, Market Square, Castletown, Isle of Man, IM9 1RB, British Isles.

## Tell Shell

From where did you hear about careers with Shell Shipping?

Newspaper/Magazine Advertisement (Please specify)

School/College/University

Careers Office

Careers Event

Friend/Family

Shell Employee/Ex Employee

Internet Search (Please specify website)



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**We value and benefit from the diversity of our seafaring personnel. Good communication and team working skills are essential to the efficiency and safety of our crews.**

How well would you rate the individual's skills in the following situations:

	Excellent	Above Average	Average	Below Average	Poor
Expressing their own opinions / ideas					
Influencing and motivating others					
Understanding others with a different view point / background					
Challenging accepted situations / norms.					

**Cadets & Officers are expected to take on a high level of responsibility early in their careers. The shipboard environment can be stressful and candidates will need to demonstrate the following qualities.**

How well would you rate the individual's qualities in the following situations:

	Excellent	Above Average	Average	Below Average	Poor
Performance under pressure					
Willingness to act on their own initiative					
Resilience when faced with setbacks					
Reliability					
Confidence					

**We would be grateful for any further information you can provide in order that we can assess the candidates suitability for a career at sea.**

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Signed

Date

Print Name

Position Held

School / College name

Please endorse with School / College stamp

Please return this form to:

The Recruitment Team, Shell Ship Management Limited, Manannan House, Market Square, Castletown, Isle of Man, IM9 1RB, British Isles.

Tel: **+44 (0) 1624 821525 or 531** Fax: **+44(0) 20 7632 9863**

Email: [recruitment@ssml.shell.com](mailto:recruitment@ssml.shell.com)



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