



Shell

# Experienced Hire Final Assessment

Travel Information – Shell Philippines Exploration

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## Welcome to Shell – Travel Information

### WELCOME TO SHELL – INTRODUCTION

Well done progressing to the Final Assessment! We look forward to meeting you soon and finding out more about your background and great experiences. This guide should help you arrange your travel and answer any questions you have regarding travel arrangements. If you do have any further questions or queries, please do not hesitate to contact your scheduling coordinator. We wish you the best of luck with your assessment on the day! Thanks for applying to Shell.

Please click [here](#) to watch a video about Shell's Employee Value Proposition.

### TRAVEL AND LOCAL INFORMATION

#### YOUR SAFETY

At Shell we care about your safety and are committed to ensuring that Health, Safety, Security and Environment (HSSE) features as a key element of our recruitment events. With this in mind, we have produced some safety advice to help you stay safe during your visit. Please be sure to read our [safety guide](#).

If you need to fly to your assessment location, our travel agency Carlson Wagonlit Travel (CWT) will book and arrange payment for your flights or train. Once a date for the assessment is confirmed the Scheduling Coordinator will send you the authorization form.

#### JOURNEY MANAGEMENT PLAN

In keeping with Shell's commitment to safety, please complete the [Candidate Journey Management Plan](#) and return to your scheduling coordinator no later than 48 hours before your assessment.

#### PERSONAL INSURANCE

It is your responsibility to arrange any appropriate travel insurance. Shell is unable to accept liability for loss or damage to any items of luggage. It is advisable to take out appropriate cover with your travel agent but you will need to cover the cost of this yourself.

#### VISA REQUIREMENTS

The Philippines grants visa-free entry to passport holders of certain countries while requiring a visa to others. Check if your passport will require a visa for entry to the Philippines by selecting the country that issued your passport: <http://www.philippine-embassy.org.sg/consular/visa/important-visa-information/>

## Welcome to Shell – Travel Information

### XP CANDIDATE TRAVEL BOOKING PROCESS

#### SHELL TRAVEL AGENCY

Carlson Wagonlit Travel (CWT)

Shell Travel Agency

Tel : +63 2 894 0898

Email : [shellintl.ph@rajahtravel.com](mailto:shellintl.ph@rajahtravel.com) (For International Travel) [shelldom.ph@rajahtravel.com](mailto:shelldom.ph@rajahtravel.com) (For Local Travel)

#### Hotel & Air Transportation

Shell provides air travel and one night of hotel accommodation facilities will be booked for you only if there is no day return flight available. Please note that international flight and one night accommodation is subject to Shell approval upon interview/Final Assessment confirmation.

The invitation assumes you are living at the address currently stated on your application form. If this has changed, please contact your Recruitment Service Advisor.

Please follow the guidelines below for the booking process:

Within 24 hours of receiving this email invite, forward it to CWT at [shellintl.ph@rajahtravel.com](mailto:shellintl.ph@rajahtravel.com) (For international travel) [shelldom.ph@rajahtravel.com](mailto:shelldom.ph@rajahtravel.com) (For local travel) and copy [the careers@shell.com](mailto:careers@shell.com) by using the 'cc' function. Please include the following details together with **Travel Approval Form** in your email:

- 1) Name as per Identity Card / Passport: **XXX**
- 2) Nationality: **XXX**
- 3) Email Address: **XXX@XXX.com**
- 4) Mobile / Contact Number: **XXX**

Please note that the your arrival time will be one to two hours before your final assessment and return time will be one to two hours after your final assessment. We will try to accommodate your traveling time from the airport to Shell office (vice visa).

**Disclaimer:** Any enquiries regarding air travel booking & hotel accommodation reservation kindly contact your Recruitment Services Advisor.

ASSESSMENT VENUE

Shell Philippines Exploration B.V.

19/F Asian Star Building, Asean Drive, Filinvest Corporate City, Alabang, Philippines



### ACCOMMODATION

Your hotel accommodation has automatically been booked for you under your name and paid for by Shell, this includes the cost of your breakfast. All incidental charges such as telephone calls will be for your own account. Please settle these upon departure. If you wish to stay longer, this will be at your own expense.

If you do not wish to stay in the hotel room or wish to cancel your booking prior to the Final Assessment, please notify your Scheduling Coordinator as soon as possible otherwise, we will be charged for your non-arrival.

You should check out of your hotel before the Final Assessment.

Should you still have any questions, please ask your Scheduling Coordinator. Take time to read all the information carefully and make sure you are well prepared for the Final Assessment. We look forward to meeting you soon!