



**Shell**

## Experienced Hire Assessment

Travel Information – Assen

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## Experienced Hire Assessment – 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. To arrange travel you must complete an authorization form. 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

Should you require a visa for the assessment, kindly provide us with the following information so we can send you a visa support letter:

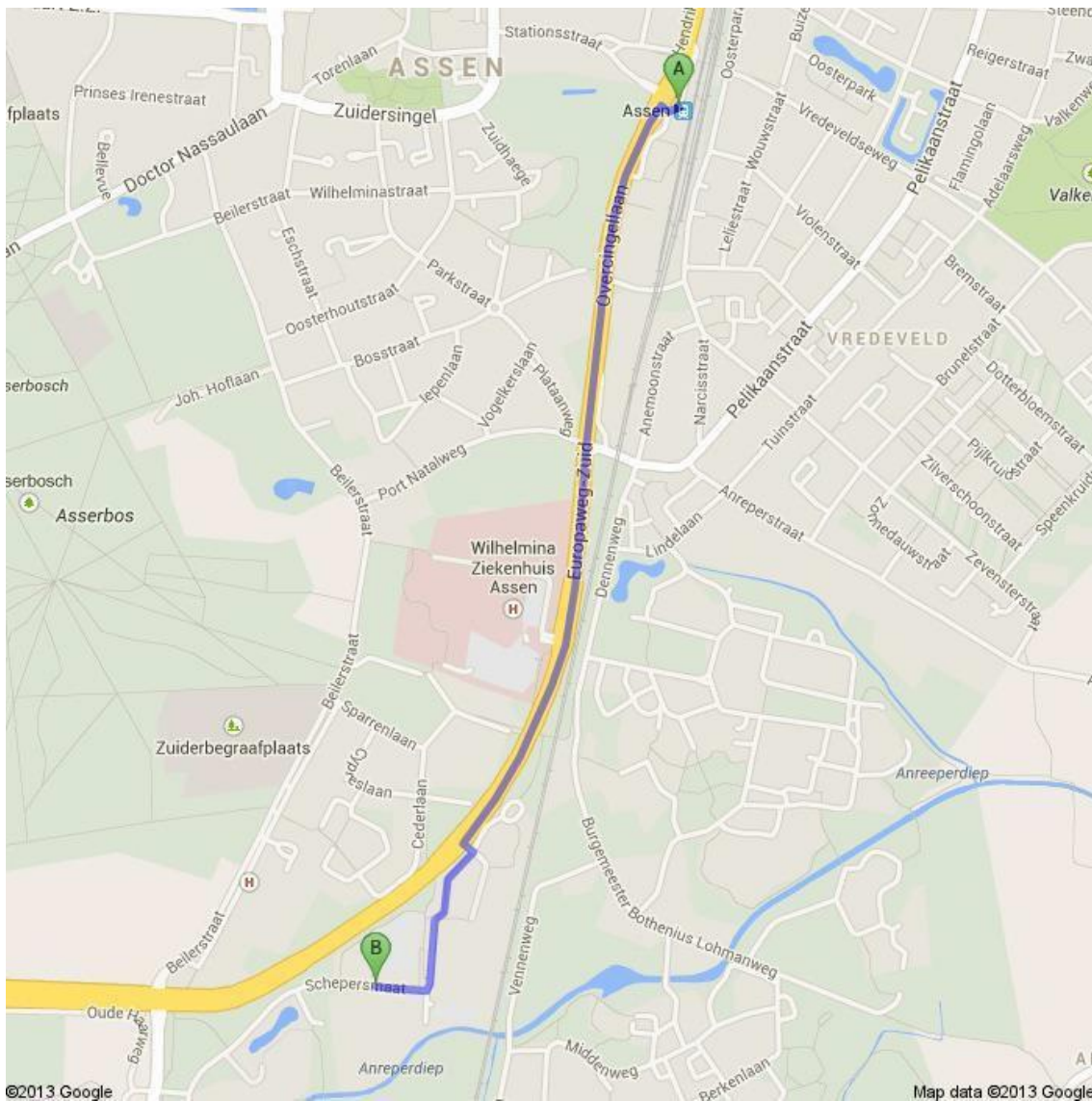
- Date of birth
- Full name (as in passport)
- Arrival date and departure date
- City (Airport) you will be travelling from
- Fax number or postal address where we will fax/send the visa support letter to.

Please note that only visa processing costs will be reimbursed; other visa related costs such as travel to the embassy will not be reimbursed.

## ASSESSMENT VENUE

### Office address

Shell – NAM office  
Scheepersmaat 2  
9405 TA Assen



Upon arrival, please report to the reception and present a valid ID or passport to be allowed entrance into the building.

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### Travelling by car

Please inform me if you will come by car, so we can reserve a parking place. Car park charges and mileage against receipt will be reimbursed too.

### Transport from airport to Office by train

On arrival at Schiphol Airport you will need to purchase a rail ticket from Schiphol Airport to Assen Train Station. Tickets can be purchased at the yellow ticket machines located in the 'Schiphol Plaza', near the entrances to the railway platform. A ticket will cost approximately 25 Euros each way and the journey will take about 2 hours. For exact travel times see the website [www.ns.nl](http://www.ns.nl) (English) and check the 'snelplanner'. From Train Station Assen you can take a bus, the shuttle service or a taxi to Shell NAM BV. For more information about public transport, please call number: 0900-9292.

When travelling from Aberdeen you also have to possibility to travel to Groningen Airport Eelde which is half an hour from the NAM office. A shuttle bus will be waiting outside the terminal to bring you to the NAM office, departure is approximately 16.45 hours.

### Shell Shuttle Bus – NS Train Schedule

\* This Shuttle Service runs every day for staff that needs to travel from the Office to the Train Station.

#### Assen Office

| Morning timetable from Zwolle |                            | Groningen     |                            |
|-------------------------------|----------------------------|---------------|----------------------------|
| Train arrives                 | Bus departure from station | Train arrives | Bus departure from station |
| 07.12                         | 07.16                      | 07.20         | 07.24                      |
| 07.34                         | 07.38                      | 07.45         | 07.49                      |
| 07.59                         | 08.03                      | 07.58         | 08.03                      |
| 08.12                         | 08.16                      | 08.20         | 08.24                      |
| 08.34                         | 08.38                      | 08.45         | 08.49                      |

\* It takes approximately 6 minutes by bus to the office

| Morning timetable from Zwolle |               |               |                    |
|-------------------------------|---------------|---------------|--------------------|
| Bus departure from office     | Train departs | Bus departure | Train departs from |
| 16.35                         | 16.45         | 16.24         | 16.34              |
| 16.47                         | 16.59         | 16.47         | 16.59              |
| 17.11                         | 17.21         | 17.00         | 17.12              |
| 17.35                         | 17.45         | 17.22         | 17.34              |
| 17.49                         | 17.59         | 17.49         | 17.59              |

\* It takes approximately 6 minutes by bus to the office

## Experienced Hire Assessment – Travel Information

### Assen – Bus Schedule (Public Transport)

Please note: This public bus service is separate to the Shell Shuttle bus that will be arranged to transport all candidates from the Office to the Hotel and vice versa for the assessment. This schedule is just for your information in the incident whereupon you would like to find your own way to the Shell NAM Office.

| Timetable from Assen NS Station – NAM BV Office |                              |             |                             |
|---|------------------------------|-------------|-----------------------------|
| Bus departure from station                      | Bus arrives at NAM BV office | Bus/Line    | End destination / Direction |
| 8.20  | 8.30                         | 22          | Zweelo                      |
| 8.33  | 8.45                         | Q-liner 319 | Groningen                   |
| 8.34  | 8.48                         | 6           | Assen                       |
| 8.46  | 9.00                         | 8           | Assen                       |
| 9.03  | 9.15                         | Q-liner 319 | Assen                       |
| 11.46   | 12.00                        | 8           | Assen                       |
| 12.20   | 12.30                        | 22          | Zweelo                      |
| 12.36   | 12.50                        | 6           | Assen                       |
| 12.50   | 13.00                        | 22          | Emmen                       |

\* It takes approximately 15 minutes by bus to the office.

| Timetable from NAM BV Office – Assen NS Train station |                         |             |                             |
|---|-------------------------|-------------|-----------------------------|
| Bus departure from office (across the street)         | Bus arrives at Assen NS | Bus/Line    | End destination / Direction |
| 12.39   | 12.52                   | Q-liner 319 | Assen                       |
| 13.06   | 13.31                   | 6           | Assen                       |

\* It takes approximately 15 minutes by bus to the office.

## Experienced Hire Assessment – Travel Information

### Hotel Directions

Route description to Van der Valk Hotel Assen Balkenweg 1,  
9405 CC Assen. Tel: +31(0) 592 – 851515

### Public Transport

At Assen Centraal station you can order a Train-taxi to get to the hotel (about 10 min. drive). You can also take bus line 16 (direction Drachten/Heerenveen), this bus stops at a 5-minute walk from our hotel (bus stop 'ANWB Wegenwacht').

To travel to the Shell NAM office the next day, please be informed that there is a shuttle bus connecting Hotel van der Valk and the office. This shuttle bus runs on week days every twenty minutes in the morning (7h00-9h00) and afternoon (15h30-18h00). Please make use of this shuttle service when running. Tickets for the shuttle can be obtained at the hotel reception. When travelling to the office at any other time, please take a taxi. Do note that the shuttle bus is preferred over a taxi service when in service.

### Travelling by car

Coming from direction Groningen (A28): Take exit 33 (Assen/Smilde). Turn left at the roundabout and drive straight ahead at the traffic lights.

Coming from direction Hogeveen (A28): Take exit 33 (Assen/Smilde). Turn left at the traffic lights. After 500m, you will find the hotel on your left-hand side. You can park your car for free at the hotel.

### Currency: Euro

As you will need to purchase a return rail ticket and return tram tickets on arrival in the Netherlands, we suggest that you bring at least EURO 50 with you. Visa and MasterCard are accepted throughout the Netherlands.

## Experienced Hire Assessment – Travel Information

### EXPENSES

#### WHAT YOU CAN CLAIM:

To claim your travel expenses, you will need to complete the [Candidate Expense Form](#) and send it to [careers@shell.com](mailto:careers@shell.com) within 60-days after your Final Assessment.

- Please ensure to provide all MANDATORY requirements below:
  - ✓ All receipts and proof of purchase to substantiate your claims. Claims not supported by receipts or documents will not be reimbursed.
  - ✓ PDF/Screenshot copy of your Statement of Account/ Bank details showing correct details of the following so that we can reimburse your expenses directly into your bank account
    - Bank Name
    - Bank Account Number
    - Sort Code/ Bank Key
    - SWIFT/BIC Code
    - IBAN code
- Failure to provide the necessary information will result in payments being delayed to your base country currency.
- As this is a One-Time Payment process, please note that you are only entitled to reimburse once.
- Please allow 3 to 5 weeks for us to process your claim from the date of receipt of your claim.

#### EXPENSE MATRIX

|                      |   |
|----------------------|---|
| <b>Air fare</b>      | If you need to fly to the interview location, please contact your Recruitment Advisor to arrange and book your flights through our accredited travel agency. Your economy return ticket will be booked and paid for by Shell. This has to be pre-approved.                                  |
| <b>Accommodation</b> | Your Recruitment Advisor will arrange your accommodation (if applicable). If you wish to stay longer, this will be at your own expense.   |
| <b>Busfare</b>       | Your economy return ticket will be reimbursed.  |
| <b>Carparking</b>    | Airport parking will be reimbursed if you drive your car to the airport. A receipt is necessary for reimbursement. Please consider alternatives to driving to the Shell Offices, public transport is preferred. However, we will reimburse your car parking tickets to a reasonable amount. |
| <b>Meals</b>         | If you require lunch/evening meal during your stay for the purpose of the assessment, both lunch and the evening meal can be reimbursed by Shell upon production of receipts.<br><br>Lunch Meal- you can reimburse up to 15 Euros<br>Evening Meal - you can reimburse up to 30 Euros        |



## Experienced Hire Assessment – Travel Information

|                 |  |
|-----------------|--|
| <b>Mileage</b>  | If driving, we will reimburse your mileage at EUR 0.16 per kilometer. Please refer to your Recruitment Advisor to ascertain the maximum round trip rates for reimbursements. |
| <b>Railfare</b> | Your economy return ticket will be reimbursed.   |
| <b>Taxi</b>     | Taxis will <b>only</b> be paid in exceptional circumstances or if advised  |

## Experienced Hire Assessment – Travel Information

### WHAT YOU CANNOT CLAIM

Expenses will only be reimbursed for claims listed on the 'expense matrix'. The invitation assumes you are living at the address currently stated on your application form. If this has changed, please contact your Recruitment Advisor.

- First-class fares will not be reimbursed.
- Health or travel insurances will not be reimbursed.
- Extra night/s in the hotel will require pre-approval.
- In the hotel, you are responsible for paying all the incidental charges marked below. Please settle these charges when you check out.
  - telephone call
  - internet use
  - pay TV
  - newspaper
  - items from the mini bar
  - laundry
  - courier charges
  - alcoholic beverages

Failure to provide all details requested could result in a delay in the reimbursement of expenses. Please make sure you make copies of your expenses and keep them until you have been reimbursed. Should you still have any further questions, please ask your Recruitment Advisor.