

EXPLORE

with Shell Ship Management



Waves of change



welcome to **Shell Ship Management**

Based in the Isle of Man, Shell Ship Management's primary focus is to provide a contractual administration service for Shell's seafaring personnel.

The scope of our business includes interviewing for selection, Cadet training and development support, vessel appointment and relief planning, continual professional development guidance, fleet finance and payroll, and new Shell and third party business development.

A career at sea with Shell offers you the opportunity to travel the world, experience diverse cultures and religions and gain internationally recognised qualifications and expertise.

charting **your future**

At Shell Ship Management, we firmly believe that your career is in your hands, that's why we have one of the most comprehensive packages of industry courses, in-house training and further and higher education sponsorship programmes available.

We are committed to the continual professional development of all our staff and will guide and support you every step of the way, from sponsorships and sea service during study leave breaks, to assistance with travel and accommodation costs.

From leaving school or college, right through the rank spectrum to Master Mariner and beyond, Shell's seafaring staff are widely considered to be the best the industry has to offer. It is this dedication and commitment to absolute quality of service, performance and safety that we pride ourselves in, and look for, in all our prospective applicants.



oceans of **opportunity**

With an unparalleled breadth of opportunity, responsibility and challenges, the Shell Group's Open Resourcing scheme affords staff the opportunity to apply for jobs across the Group; from Shipping services, IT, Sales and Marketing, Finance and HR to wherever Shell's businesses reach.

Shell Ship Management's aim is to provide our staff with the best possible foundations to career progression, limited only by your own aspirations, to guarantee a truly global leverage of experience that ensures Shell's market leadership.

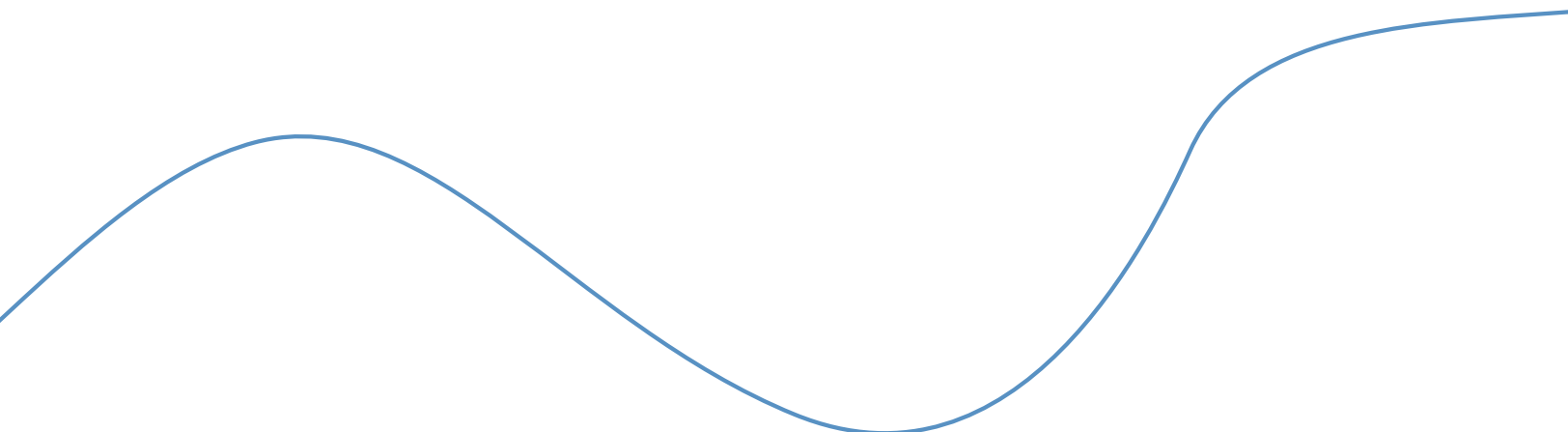


the foundations for better business

Shell Ship Management can offer our customers a bespoke package of both offshore and onshore project nationalisation, training, recruitment and contract administration solutions.

By harnessing Shell's far-reaching businesses, and utilising one of the worlds most recognised fleet of highly skilled sea and shore-based maritime professionals, Shell Ship Management has been able to support new market entries, develop and underpin Shell's globally recognised brand and provide a culturally and geographically diverse challenge to staff looking to experience a breadth and depth of career not afforded anywhere else in the world.

Our projects team prides itself in providing the highest levels of service quality and exceptional added value to your business.



Our Company is committed to the principle of Equal Opportunity in employment. We oppose any form of less or more favourable treatment being accorded to employees or job applicants on the basis of their colour, disability, ethnic origin, gender, nationality, marital status, race, religion, sexual orientation or gender reassignment.



officers



Shell Officers are widely recognised as some of the most dedicated, safety conscious and above all highly qualified seagoing personnel in the maritime industry.

It is this commitment to excellence and continual professional development that we are looking for in our applicants.

Welcome to a winning team...

Remuneration

Salaries are fully consolidated. However, Officers are responsible for their own income tax liabilities and national insurance contributions. No deductions will be made by the Company with respect to any personnel taxation, social security liabilities or other matters in the country of their domicile, or other administration. Officers are recommended to take professional advice in order to establish their personal liabilities in these matters.

Pay Scales

We operate as one of the world leaders in vessel manning by maintaining a salary package that is one of the best within the Shipping Industry.

For comprehensive information on the current rates of pay please contact us as detailed overleaf.

Certification Pay

Officers who hold a superior Certificate of Competency to the rank in which they are serving, are entitled to remuneration in way of Certification Bonus

Standby Pay

Where an officer has exhausted the agreed amount of earned leave, standby pay will be paid at full seagoing salary provided the officer remains available to travel.

Sick Pay

We operate a sick pay policy. Sick pay may be calculated at 100% of current salary for the first 3 months of sick leave, thereafter sick pay reduces to 75% of current salary for a further 3 month period. Further details may be obtained from our Recruitment Team.

Communications

All officers will be given free use of a personal e-mail account and address throughout their time with the Company.

Other usual methods of communication are provided.

Period of Service

Trip lengths are normally 4 months or 3 months for dedicated North sea ships.

Officers whose trip length is above 4 months 14 days or 3 months 14 days for North sea vessels are entitled to remuneration in way of a long tour bonus.

Leave

The leave offered is very competitive within the industry. Not only that, but Senior Officers have the opportunity of tailoring their leave rate to suit their personal circumstances.

Service on dedicated North Sea vessels attracts a further two days leave per month subject to conditions.

To allow flexibility within the relief programme, the Company under normal operational conditions will have the option to request officers to return to service up to 7 days prior to completion of furlough. In such circumstances, the leave is commuted and as much notice as possible will be given.

Spouse/Partner On-board

An Officer may be accompanied by a spouse/partner normally after completion of one successful tour of duty with the Company.

For an Officer to be accompanied by their spouse/partner, agreement from the Company and the vessel's Master has to be sought in the first instance.

The Company recognises the importance of family and will support/ sponsor one (1) Economy Class single air fare for a spouse/partner per normal tour of duty, provided arrangements are made via the Company.

Conditions apply to spouse/partner travel with regard to certain costs, travel, insurance and relationship stability. For further information please contact us as detailed overleaf.



FAQs

Q. How long will it take to receive a response to my application?

A. You will receive a response within 21 days of receipt of your completed application form.

Q. What are recreational facilities like on-board Shell ships?

A. Shell ships generally have swimming pools, extensive video libraries, gymnasiums, table tennis and even a ship's bar.

Q. Are the promotion opportunities good with Shell?

A. Yes, we promote on the basis of performance and the possession of relevant certification only, so your career really is in your hands.

Q. Is personal protective equipment readily available on board or do I need to provide my own?

A. Shell have a world leading safety reputation, all Personal Protective Equipment is available on board free of charge when you join, and as and when required thereafter.



Shell Trading

officers continued

We value the calibre of our marine personnel and are committed to recognising and encouraging the marine expertise of our teams at sea and ashore.

We actively support the development of our Officer and Cadets by offering industry and Company training courses, continual professional development, long distance, further and higher education opportunities.

Recruitment

In the world of shipping, Shell are world leaders in terms of safety, modern day technology and above all else, the calibre of the Officers and Cadets manning the Company's vessels.

We are always in the market for top quality personnel from all ranks and nationalities to maintain the standard of seamanship that Shell has always displayed and to ensure that our proud maritime tradition continues in the years to come.

We are now in every sense of the word a multinational fleet and have succeeded in supporting staff from diverse cultures and ethnic backgrounds into a cooperative, efficient and highly skilled team.

Training Programme

As well as the provision of onboard training and NVQ assessment through our team of Fleet Training Superintendents, our portfolio of training opportunities include management and vocational qualifications.

Some of the courses that fleet Officers are able to book include:

- **Electrical Controls and Instrumentation**

This 5 day course, held in the UK, is aimed primarily at Junior Engineer rank and focuses on pneumatic, Bailey and PID control simulators with the aid of an XY plotter.

- **Command & Control Firefighting**

This is a 4 1/2 day course designed to develop Officer's ability to take charge of incidents involving fire onboard. We have built into the course a day on tackling LNG fires.

- **Liquid Cargo Operations Simulator (LICOS)**

The LICOS course runs over 5 days in the UK and covers the operations of Moss-Rosenberg cargo systems using a powerful simulator running a real-time cargo operation.

- **Ship Management Team Workshop**

This 5 day in-house course held in London is designed to enhance coaching and teamworking principles through syndicate work and role-play. Familiarisation and discussion of STASCo fleet targets as well as introductions to other aspects of the oil major business.

- **Fleet Officer Workshop**

This 4-day course held in London is designed to develop Junior Officer's interpersonal skills, team building and IT training. There is also a full opportunity for discussions and feedback with Superintendents.

Study Leave

Release for study leave will be at the Company's discretion, with priority given to Officers attempting/completing VQ units.

Study leave is granted for the first attempt for each Certificate of Competency based on individual performance. This is paid at 100% of actual rank, subject to submission of college attendance certificates.

The Company will also pay the cost of examination fees on successful completion of the examination, subject to receiving exam fee receipts and a full copy of your new Certificate of Competency.

Our Company is committed to the principle of Equal Opportunity in employment. We oppose any form of less or more favourable treatment being accorded to employees or job applicants on the basis of their colour, disability, ethnic origin, gender, nationality, marital status, race, religion, sexual orientation or gender reassignment.

Contact Us

If you would like to find out more about anything that you have seen in our brochure, or would like to make an application, please do not hesitate to contact us at the following:

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 Or visit our website at: www.shell.com/shipping



Shell Trading



cadets



As a Shell Cadet you will join one of two training schemes, Deck or Engineering. The courses and career paths are very different however both types of Officers share the same lifestyle, promotion opportunities, terms and conditions and career development opportunities.

As a Cadet you will be joining one of the largest, most successful shipping Companies. Shell is proud of its history as one of the forerunners of the modern Merchant Navy, pioneering many of the facilities and techniques that are still in use today.

Deck (Navigation) Officer

If you are outgoing with good communication, leadership and interpersonal skills, and would enjoy very early responsibility, then the Deck Officer training course is for you.

You will start your career as a Deck Cadet training at one of our approved training centres. The course alternates between periods at college and at sea. During the college training, you will undertake units including Navigation, Chart work, Meteorology, Ship Stability, Cargo Operations and Shipping Law.

You will also be required to attend various mandatory international safety courses.

A Deck career has a strong operational aspect. Finding yourself in charge on the Bridge navigating your way through a narrow channel entering port or completing cargo operations within a tight deadline can be a daunting but massively rewarding experience.

You will need to be confident, self-motivated and able to use both your own initiative and the expertise of those around you in challenging situations where you may have overall responsibility.

General responsibilities of a Deck Officer include:

- Preparing and implementing comprehensive passage plans between ports anywhere in the world.
- Utilising state of the art equipment to navigate the ship with confidence and accuracy.
- Inspecting, testing and maintaining important life saving equipment including lifeboats, lifejackets, fire extinguishers and breathing apparatus.
- Using advanced instrumentation to complete the discharge of cargo as quickly as possible whilst maintaining health, safety, security and environmental policies.

Engineer Officer

If you are technically minded, logical and methodical, decisive and operate well in often challenging conditions, then a career as an Engineer Officer is for you.

As an Engineer Cadet you will study the main aspects of Marine Engineering with alternating periods at college and at sea. Units studied include Maths/Applied Maths, Mechanics, Applied Heat, Electro-technology, IT and Technical Drawing.

There is also a strong practical element focusing on machining, workshop fitting, welding, computing, instrumentation and control and electronics.

You will also be required to attend various mandatory international safety courses.

Working in often hot and humid conditions with responsibility for the propulsion machinery on-board requires dedication, a passion for engineering and an ability to think laterally in numerous situations.

It is hard work but the level of satisfaction gained when a problem has been overcome is seldom found in any other career.

General responsibilities of a Chief Engineer Officer include:

- Duty Engineer, being responsible for the entire engine room for a 24hr period.
- Monitoring and operating the engine room "plant" through the mix of hi-tech and traditional control equipment.
- Responsibility for the inspection and maintenance of essential safety equipment such as fire extinguishers, fire alarms and lifeboat engines.
- Manoeuvring the main engine, according to bridge controls, with the knowledge that your actions could mean the difference between the vessel berthing safely or having a collision!



FAQs

Q. How long will I be away for?

A. Normal tours away are 4 months with approx. 7 days leave taken after your tour, for every month that you have served on-board, where training allows.

Q. Will I be able to stay in touch with home?

A. There are several communications facilities on-board – satellite phone, free personal email account and normal mail. Your mobile phone will also work when in range.

Q. How will I get to the ships?

A. You will be flown from your nearest airport, met by one of our agents, taken to a hotel overnight if necessary, then collected and taken to the ship.

Q. How much will I get paid when I qualify?

A. The current starting salary for a newly promoted Officer is more than £20,000 per annum, very possibly tax free!



Shell Trading

cadets continued

Entry Criteria

Qualifications

There are two possible entry routes into the Cadetships:

- GCSE/Standard/AS-level/Intermediate:

you must have achieved a minimum of grade C in Maths, English or an English based subject and Physics or Science with a high Physics content and one other strong academic subject.

- A-level/Higher/Graduate Qualification:

You must have studied either Maths and/or Physics and obtained a pass in at least one.

Any candidate that has studied subjects other than Maths or Physics to A-level/Higher standard will still be eligible for the GCSE/Standard/AS/Intermediate requirement provided they have passed the necessary requirements.

Health

All candidates must be of good health and be able to pass the Maritime and Coastguard Agency Medical Examination (ENG 1). This will be arranged at a later date, following a successful interview with the Company.

Eyesight

Prospective Deck Cadets must obtain a Maritime and Coastguard Agency sight test certificate prior to making an application, which confirms that they have an acceptable level of eyesight and do not suffer from colour blindness. Those taking the test will be allowed to wear aids to vision which they normally use, but will still be required to meet the relevant standards.

The cost of the seafarer vision test will be reimbursed to the individual prior to commencement of training if accepted.

Prospective Engineer Cadets do not have to pass this test but must have reasonable vision in both eyes and good colour vision is essential.

Our Company is committed to the principle of Equal Opportunity in employment. We oppose any form of less or more favourable treatment being accorded to employees or job applicants on the basis of their colour, disability, ethnic origin, gender, nationality, marital status, race, religion, sexual orientation or gender reassignment.

Financial Assistance

Salaries

Cadets receive a very competitive, all in worldwide rate of pay throughout their cadetships. The rates payable are effective throughout the training programme whether at sea or at college.

Cadets will however, be expected to cover the costs of board and lodgings and local travel during college phases.

The Company will pay all tuition and examination fees, together with travel costs to and from home at the beginning and end of each college phase. All costs for joining and leaving the ship will be met by the Company.

Loans

The Company will offer each Cadet a loan in order to purchase a laptop computer and relevant software necessary to facilitate continued private study whilst at sea.

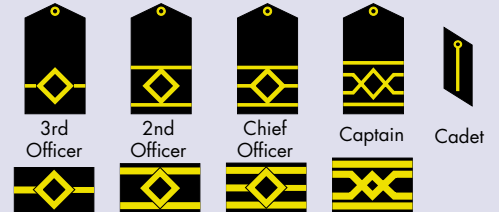
All ships do have private and network computers for study. However the chance of personal study facilities is beneficial.

Bonus

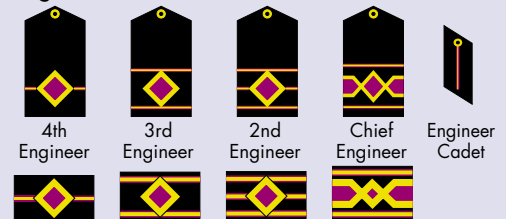
Once an SSML Cadet has completed his or her training, has been successful in passing the examination and returned to Company employment as an Officer on a contract basis, a lump-sum bonus will be paid.

Merchant Navy Insignia

Deck



Engineer



Contact Us

If you would like to find out more about anything that you have seen in our brochure, or would like to make an application, please do not hesitate to contact us at the following:

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

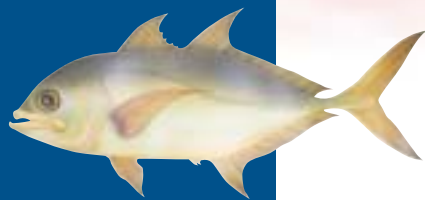
Tel: **+44 (0) 1624 821525 or 531** Fax: **+44(0) 20 7632 9863**

Email: recruitment@ssml.shell.com Or visit our website at: www.shell.com/shipping

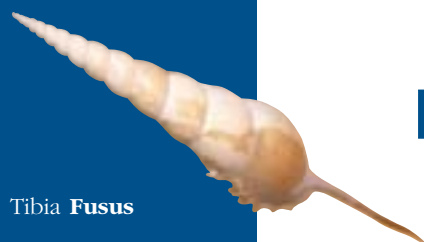


Shell Trading

Shell Shipping is a major part of the British Merchant Navy. We operate one of the largest fleet of owned, manned, managed or chartered gas and oil carriers in the world.



Bebatik



Tibia Fusus



Tonna Galea



Pomacae Haustrom



Opalia Funiculata

B Class and Abadi

Vessels in class: Bebatik, Bekalang, Bekulan, Belais, Belanak, Bilis, Bubuk and Abadi

S.S. Bebatik

Size: 257 metres long, 35 metres wide
Capacity: 75,056 cubic metres
Engine: Steam Turbine producing 21,000 horsepower
Cargo: Liquefied Natural Gas carried at -163°C
Trading Pattern: South China Sea, Brunei to Japan

S.S. Abadi

Size: 290 metres long, 46 metres wide
Capacity: 134,174 cubic metres
Engine: Steam Turbine producing 16,000 horsepower
Cargo: 136,900 cubic metres of Liquefied Natural Gas carried at -163°C
Trading Pattern: Far East, South China Sea



F Class

Vessels in class: Ficus, Fulgur and Fusus

M.V. Fusus

Size: 45,000 tonnes, 183 metres long, 32 metres wide
Engine: Diesel Engine producing 12,500 horsepower
Cargo: White Oil Products
Trading Pattern: Caribbean



G Class

Vessels in class: Galea, Galeomma, Gallina, and 2 more new builds expected 2003/2004.

S.S. Galea

Size: 290 metres long, 46 metres wide
Capacity: 134,425 cubic metres
Engine: Steam Turbine producing 29,000 horsepower
Cargo: Liquefied Natural Gas carried at -163°C
Trading Pattern: World-wide



H Class

Vessels in class: Hadra, Halia, Haminea, Hastula, Hatasia and Haustrom

M.V. Haustrom

Size: 45,000 tonnes, 183 metres long x 32 metres wide
Engine: Diesel Engine producing 10,000 horsepower
Cargo: White Oil Products
Trading Pattern: Far East/World-wide



NLNG (Nigeria LNG Ltd) Class

Vessels in class: LNG Bayelsa, LNG Bonny, LNG Delta, LNG Finima, LNG Lagos, LNG Port Harcourt, LNG Rivers and LNG Sokoto

LNG Rivers

Size: 288 metres long x 48 metres wide
Capacity: 134,487 cubic metres
Engine: Steam Turbine producing 38,500 horsepower
Cargo: Liquefied Natural Gas, stored at -163°C
Trading Pattern: Generally North Atlantic, Nigeria to Europe and USA



O Class

Vessels in class: Opalia and Oscilla

M.V. Opalia

Size: 302,000 tonnes, 330 metres long x 60 metres wide
Engine: Diesel Engine producing 28,000 horsepower
Cargo: Crude Oil
Trading Pattern: World-wide



Other vessels in the Shell manned and/or managed fleet

M.V. Asprella, M.V. Cardissa, M.V. Donax, M.V. Isomeria, M.V. Macoma, M.V. Magdala, M.V. Megara, M.V. Murex, M.V. Myrina, S.S. Puteri Delima, S.S. Puteri Firus, S.S. Puteri Intan, S.S. Puteri Nilam, S.S. Puteri Zamrud, M.V. Sericata, M.V. Solaris, F.S.U. Soorena, M.V. Spectrum, M.V. Sponsalis, M.V. Stellata, S.S. Tenaga Dua, S.S. Tenaga Empat, S.S. Tenaga Lima and S.S. Tenaga Tiga.

If you would like to find out more about our fleet, please contact the Recruitment Team at Shell Ship Management or visit our website at www.shell.com/shipping



Shell Trading

people



Your career does not have to stop at seafaring. As one of the largest multi-national Companies, there are numerous management and operational positions available ashore which are resourced from the fleet, utilising marine expertise to best suit the dimensions of the position.

Continual Professional Development

A few of the positions that are resourced from the fleet include:

Marine Operations/ Engineering Superintendent

Supervising and managing ships are the roles of a ship superintendent. Providing the knowledge and expertise to safely run a portfolio of vessels within a strict budget requires hard work and a high level of expertise.

Pilot

Imagine yourself navigating a fully loaded ship through narrow channels in thick fog towards a Port you have never been before. Even the most experienced of Captains would have second thoughts. A locally trained pilot will help guide the ship from the port limits to the berth, giving advice and information to the Captain, officers and crew ensuring the whole operation is conducted as safely as possible.

Ship Quality Assurance Assessor

This job entails being part of a 12 man team possessing Deck and Engineering experience. Their role is to ensure that 3rd party vessels, employed by Shell group companies for the transportation of Oil, Gas or Chemicals, are able to meet the required standards. Ship inspections and structural reviews play a major role in this field of risk management.

Naval Architect

A Naval Architect is a professional engineer who is responsible for the design, construction and repair of ships and offshore structures. As well as having an understanding of many branches of engineering, he or she requires the necessary leadership skills and managerial qualities to be able to ensure that a safe, economic and seaworthy design is the end product. A naval architect requires a creative and logical mind as well as being able to utilise their communication skills in working with people from other services such as scientists, lawyers and accountants.



What's it like on the inside?

Frank Ollerhead - Assistant Engineering Superintendent

After answering an advertisement in the national press I started my Cadetship with Shell in 1992. I was enrolled at South Tyneside College and haven't looked back since! Life soon became adventurous as I travelled around the world, visiting every inhabited continent and circumnavigating the globe in both directions, compared to my previous job as an apprentice engineer in a factory this was an exhilarating experience.

After my cadetship it was time for the real thing. I can still remember my nerves jangling as I prepared to take control of my first watch as a junior engineer. Various trips followed on many classes of ships, including huge tankers, coastal tankers, North Sea shuttle ships, LNG and LPG ships. This period was particularly rewarding as I was involved in many large refit projects and continued to visit many areas of the world, as well as enhancing my Marine Engineering knowledge and competence.

Taking advantage of a career break I continued my education at Liverpool John Moores University gaining an Honours degree in Mechanical & Marine Engineering and a Masters degree in Mechanical Engineering. Shell supported me during this period by supplying employment in their London head office, and at sea, during college vacation periods and project periods.

It was soon time to return to the fleet, but not for long! An open resourcing opportunity was presented through the Shell internal system, and I was pleased to gain a secondment to the Fleet Operational division in London as an Assistant Engineering Superintendent.

I am now a member of a team of Superintendents in London who together co-ordinate all aspects of running the gas and oil tankers within the Shell managed Fleet. As such I act as an extension to the Senior Management teams onboard 3 Shell VLCC's, along with a variety of other technical tasks including organising of any major repairs.

To date my career with Shell has involved extensive travel, provided education at the highest levels and has proved an all round highly rewarding career choice. As I'm only 30 years old I'm sure there will be plenty more opportunities to come in the Shell Group.

Mark Dolman - 2nd Marine Officer

I started my career in September 1993 as a Marine Cadet with Shell Marine Personnel. The cadetship, although hard, was enjoyable and I got to meet many new people and travel to many countries. In July 1997 I passed my Class 3 Deck and Class 4 Engine exams.

The following month saw me join my first ship as 3rd Officer. I joined the ship in Japan, and completed a 4-month trip on board. This included visiting various other countries such as Saudi Arabia, Brazil and Singapore. In 1998 I was sent out to Poland to stand-by the building of a brand new ship. This was very interesting, and is one of the highlights of my career to date.

In 1999 I was promoted to 2nd Marine Officer, and worked on various ships as 2nd Officer and 3rd Engineer. I also did some project work on some of the gas tankers.

During my time with Shell, the job of Manning Officer for Brunei Shell Tankers was Open Resourced. I thought the job looked interesting, so I applied for it.

Four months after the application, I had moved into my new house in Brunei, and had started a whole new part of my career with Shell. I thoroughly enjoy my present job, and Open Resourcing gave me the opportunity to put me where I am now.



Shell Trading

officer 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 Officer Engineer Officer

Personal Details

Title Surname

Forenames & Initials

Gender Male Female

Age

Nationality

Date of Birth

Place of Birth

Marital Status

Date Married

No of Children

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/Partner/Spouse Personal Details

Title Surname

Forenames & Initials

Relationship of Next of Kin

Date of Birth

Next of Kin/Partner/Spouse Contact Details

Permanent Address

Telephone Number (including International and local dialing codes)

Other contacts (email/fax etc)



Shell Trading

STCW '95 Certification

You must be in possession of a valid STCW '95 Certificate of Competency for your application to be considered.

Grade or Class of Certificate

Certificate Number

Country of Issue

Issue Date

Revalidation or Expiry Date

Documentation

Seaman's Book Number

Passport Number

Passport Country of Issue

Passport Date of Issue

Passport Expiry Date

Seafarer's Medical Certificate Country of Issue

Seafarer's Medical Certificate Expiry Date

US Visa C1/D Expiry Date

Flag State Certificates Held (if any) Isle of Man Bermudian Bruneian Singaporean Malaysian

Dangerous Cargo Endorsement(s)

For the purpose of candidate selection, it is preferable to be in possession of a Dangerous Cargo Endorsement.

Type or Level Oil Gas Level 1 Level 2

Country(ies) of Issue Issue Dates Revalidation or Expiry Dates

Vaccination Expiry Dates

Yellow Fever

Typhoid

Hepatitis 'A'

General

Are you a member of the Reserve Armed Forces? Yes No

Accompanying Documents

The following documentation must be enclosed with this application:

- A copy of your STCW '95 Certificate of Competency (please ensure that the copy shows clearly your name, level of certificate and expiry details).
 - 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.

Education History

Schools/Colleges/Universities Attended	Examinations Taken/Qualifications or Certificates obtained	Dates from/to

Cadetship or Apprenticeship Details

Date Commenced _____

Date Completed _____

College or Training Centre Attended _____

Sponsoring and/or Training Company _____

Practical Experience

Please check if you have had practical experience of any of the following

Crude Oil/Product Cargoes	<input type="checkbox"/>	LNG/LPG Cargoes	<input type="checkbox"/>	Multi-grade Cargoes	<input type="checkbox"/>
Submerged Cargo Pumps	<input type="checkbox"/>	Stripper/Eductor Systems	<input type="checkbox"/>	Ship-to-Ship Transfer	<input type="checkbox"/>
Auto Ullage/Sounding Gauges	<input type="checkbox"/>	Remote Pumps/Valves	<input type="checkbox"/>	COW Systems	<input type="checkbox"/>
Hot/Cold Washing	<input type="checkbox"/>	Integrated Bridge Systems	<input type="checkbox"/>	ECDIS Charts	<input type="checkbox"/>
Deck Cranes/Derricks	<input type="checkbox"/>	Hydraulic Winches	<input type="checkbox"/>	Steam Winches	<input type="checkbox"/>
Dry Docking	<input type="checkbox"/>	Steam Plant Operations	<input type="checkbox"/>	Diesel Engines	<input type="checkbox"/>
Bridge Control Systems	<input type="checkbox"/>	Computerised Engine Management DCS	<input type="checkbox"/>	UMS Operations	<input type="checkbox"/>
Gas/Electric Welding	<input type="checkbox"/>	Instrument Air Systems	<input type="checkbox"/>	Hydraulics	<input type="checkbox"/>
High Voltage (DC/AC) Power Plants	<input type="checkbox"/>	Fire Detection Systems	<input type="checkbox"/>	Electronics	<input type="checkbox"/>
Switch Gear	<input type="checkbox"/>	Air Compressors	<input type="checkbox"/>	Automation	<input type="checkbox"/>
Other - please specify	<input type="text"/>				

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 together with a pre-employment Drug and Alcohol test.
- The Company reserves the right to reject any application without disclosure of reason.

Short Course Training Details

Please provide details, including the dates completed, of any short courses that you have attended. (e.g. Personal Survival, VCI, Dynamic Positioning etc.)

Course	Venue	Duration	Date Completed

Employment Record Afloat including service in H.M. Forces

Employer	Rank	Name of Vessel	Type of Vessel	Size	Engine Type (Steam/Motor)	Date to	Date from

Employment Record Ashore

Employer's Name and Address	Nature of Employment	Date from	Date to

Supporting Details

Are you currently serving under a contract of employment? - Yes No

What period of notice do you require to attend an interview?

From what date would you be available for sea service?

Language Skills

Language	<input type="text"/>	Language	<input type="text"/>	Language	<input type="text"/>
Written?	- Yes <input type="checkbox"/> No <input type="checkbox"/>	Written?	- Yes <input type="checkbox"/> No <input type="checkbox"/>	Written?	- Yes <input type="checkbox"/> No <input type="checkbox"/>
Spoken?	- Yes <input type="checkbox"/> No <input type="checkbox"/>	Spoken?	- Yes <input type="checkbox"/> No <input type="checkbox"/>	Spoken?	- Yes <input type="checkbox"/> No <input type="checkbox"/>
Suitable for business?	- Yes <input type="checkbox"/> No <input type="checkbox"/>	Suitable for business?	- Yes <input type="checkbox"/> No <input type="checkbox"/>	Suitable for business?	- Yes <input type="checkbox"/> No <input type="checkbox"/>

Background to Application

Please state briefly what prompted you to make this application.

References

Please give details of 2 referees 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.

Referee No 1

Name

Permanent Address

Daytime Telephone Number

Occupation

Referee No 2

Name

Permanent Address

Daytime Telephone Number

Occupational

I grant consent for my referees 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



Shell Trading

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

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)



Shell Trading

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.



Shell Trading

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



Shell Trading

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)



Shell Trading

cadet reference form

confidential

Please enter your full name in the space below and pass this form to your head teacher or course leader for completion.

Candidate's Name

In support of the above candidate's application to the Shell Cadet training scheme we would be grateful if you would consider the questions below in reference to the individual's character and academic performance.

The Cadet training scheme involves alternating periods at sea and in college. The academic requirements are a Grade B in Maths and four Grade C's at GCSE (or its academic equivalent) level and should include Science with a high physics content, English and two other strong academic subjects. Please confirm the grades of any examinations already held by the individual plus expected results of any forthcoming examinations:

Examination	Subject	Level of Paper	Grade	Date Achieved/ Expected

Life at sea involves long periods away from home, close living conditions, and limited personal privacy which can require a high degree of social tolerance.

How well do you think the individual would cope with this environment?



Shell Trading

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.

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



Shell Trading

www.shell.com/shipping/careers

Shell Ship Management Limited, Manannan House,
Market Square, Castletown, Isle of Man IM9 1RB, British Isles
Tel: +44 (0) 1624 821525 / 531 Fax: +44 (0) 20 7632 9863
Email: recruitment@ssml.shell.com

