

Appendix 23

Request for reference form for New Joiners to Shell (External Candidates):

Dear Head Teacher,

XXXXXX has applied to teach in a Shell School or Affiliated Shell School. XXXXX and has given your name as someone able to verify work history.

We would be grateful if you could respond to the following questions:

Please answer the questions if and in so far you're allowed to do so according to local applicable law.

1. Please confirm this teacher has worked in your school.
2. Please confirm the dates of employment.
3. Please confirm the teacher's job title(s) held during the course of employment.
4. Would your organisation rehire this teacher?
5. Would you recommend this teacher for appointment?
6. Can you confirm that you are aware of no criminal record which would debar this person from taking up a post requiring contact with young people of school age?
7. Please state your professional position (job title) and relationship to the teacher.
8. Please give us a telephone number and an email address where we can contact you if we require further assistance.

To the best of my Company's/Organisation's knowledge, the information given is true and accurate.

Signed _____

Date _____

Witnessed by _____

Date _____

Please note that if an employer wishes to seek additional information in relation to applicants for a position of employment, the prior consent of the applicant must be obtained.

For existing Shell Teachers (either leaving the company or transferring internally).

As per Global Policy, Shell does not provide personal references for employees. Shell will verify work history and provide a testimonial stating factual information outlining an employee's work history.

Head Teachers may choose to write a character reference or personal statement about a member of staff. This should not be done on company headed paper, via a Shell email account or school headed paper. This is a personal statement and it should be clearly stated that the comments are not the viewpoint of Shell or Affiliated Companies.

Shell Staff can request a testimonial letter via HR Online by following this process:

HR online - Life Events – Need My Employment Verified.

Once the fields are completed, the HR service centre will handle the request.

If teachers do not have access to HR online, then contact the HR Service Centre or seek assistance from local HR, ensuring compliance with company policy.