



Human Energy™

Chevron Upstream Europe
Human Resource Department
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Chevron House
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United Kingdom

Dear Applicant,

The human resource department Chevron Oil and Gas Company hereby acknowledge the receipt of your Resume/CV and it has been successfully crosschecked by the human resource management and your past experience and educational qualifications have been noted.

Therefore, we have decided to proceed further with you as one of the company's potential employee, we hereby attach an application for employment as the proceeding step pertaining to the procedures of the Company's recruitment process.

You are advice to kindly complete the attach job application accordingly with your personal signature in each section of the application and send the duly filled copy to us via same email address, this will enable the human resource department in moving ahead with the short-listing procedure.

Note: The online practical Interview section of the application will be scrutinized well by the human resource management, after the process, you will be notified if you have been selected by the Company or not.

This is to inform you that Chevron does not require any money from job applicants, the only expenses that could be made after you have been selected is the compulsory visa fee which is paid by the employee before arriving to UK, in respect to the British

Policy, the UK Border Force has recently instructed that no foreign company is allowed to interfere or contribute in the processing of any foreign employee's working visa.

The category of this visa is called a Tier 2 (General) visa which is a part of the Points-Based System (PBS) form of issuing UK working visa and was designed for skilled migrants with a job offer from a licensed sponsor. The UK Visas and Immigration (UKVI) home office will be responsible for the processing of your visa.

Note that Chevron will be responsible for securing your plane ticket and accommodation but you will be responsible for the visa fee because we are not allowed to interfere in the processing of your working visa rather the company will reimburse you with the expenses you made in the processing of the UK working visa.

Thank you for your co-operation, we are looking forward to your response.

Kind Regards

Mrs. Gail Walker
HR Recruitment Manager /Team Leader
Chevron Oil and Gas Company UK.