



**Survival International** Application Form  
Post applied for:

Reason for leaving:

Period of notice required or date of leaving:

Have you applied for other jobs? If so, please give details:

### 3. PREVIOUS EMPLOYMENT

Please list details of your last three positions and any other posts held which you consider relevant (paid and/or voluntary). Please list most recent first.

Dates	Employer's name and address	Job title and main responsibilities	Reason for leaving and final salary

#### **4. EDUCATION**

Please list educational details (school, university, college) and any other qualifications. Please list most recent first.

Dates	Full-time or part-time	Name of educational establishment	Qualifications/ grades achieved

**Please explain any gaps in education and employment history (e.g travel, career breaks, etc)**

## **5. ABOUT YOUR IT SKILLS**

What software are you familiar with?

Have you ever set up and used a spreadsheet? If so, please describe it briefly.

Have you ever used a database? If so, please describe it briefly.

Can you touch type? If so, at what speed?

## **6. SKILLS, EXPERIENCE AND WHAT YOU'RE LOOKING FOR IN A JOB**

What has been your most enjoyable job (or time), and why?

What has been your least enjoyable job (or time), and why?

Some people prefer to work to very clear instructions, others to take a more active role in defining their own work. Which do you prefer?

If you could have any job at Survival, what would it be? Why?

Why are you interested in this position with Survival?

Do you have any comments on the Survival online catalogue?

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Post applied for:

The job description details the key requisites required for this post. Please describe in this section, using examples where appropriate, how you meet them. How would you rate your numeracy skills?

If offered this post, when could you start?

## **7. ABOUT SURVIVAL AND TRIBAL PEOPLES**

Have you ever visited a tribal community? If so, please state where, when and for how long.

What do you think is the biggest problem faced by tribal peoples today?

What do you think is the solution?

Why do you think Survival's work is important?

## **8. ABOUT YOU**

What hobbies, sports or other leisure interests do you have?

What languages do you speak & read well?

If you could have any job in the world, what would you choose?

Please recommend a couple of funny films for an intelligent 14-year old.

Can you name up to three well-known, living people (from any field) whom you admire?

...and dead ones!

Are you a member of any NGO or other organization?

Do you have a driving licence?

From what you know about the job now, do you think you would accept it if it were offered to you? If you are not sure you would accept it, why are you hesitant?

## **9. ASYLUM AND IMMIGRATION ACT 1996**

**All applicants called in for a final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the Government's immigration policy can be found on [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) (Immigration and Nationality page).**

Do you need a work permit to work in the UK?

If you need a work permit, are there any limitations on the work permit e.g. a visa with limited duration, etc? If yes, please give details.

What is your present nationality?

### **Referees**

Please give the name, address and phone number of two referees. One referee must be your present or most recent line manager and the second one a previous employer or university tutor. Please state the capacity in which they know you. (We will not contact them without asking you first).

#### **Referee 1**

Name:

Address:

Phone:

Email:

#### **Referee 2**

Name:

Address:

Phone:

Email:

Capacity in which they know you

Any offer of employment will be subject to receipt of two references that are satisfactory to Survival.

## **GENERAL INFORMATION**

**(For Human Resources use only. The information supplied here will not be used in the selection process).**

Full Name

Have you ever applied for a post with Survival before? If so, please give details and state if you were interviewed.

Do you know any current or past employee, volunteer or committee member of Survival? If so, please give details.

Do you consider yourself to have a disability? If so, please give details.  
(The Disability Discrimination Act 1995 covers any individual who has a physical or mental impairment, which has substantial effect on his or her ability to carry out normal day to day activities. The details supplied here are confidential and strictly for monitoring purposes.)

Is there anything concerning your medical history or state of health that is relevant to your application or your ability to do the job you are applying for? If so, please give details.

Do you have any unspent or pending criminal convictions? (If so, please provide full details in a separate sealed envelope addressed to Human Resources and marked 'Confidential'.)

## **DECLARATION**

I declare that to the best of my knowledge the information I have given here is correct. I am aware that any false statement may be sufficient cause for rejection or, if employed, dismissal.

I understand that the information contained in this form will be processed by Survival for the purposes of recruitment only (unless I am subsequently employed by Survival in which case it will also be used for personnel and management purposes). I agree that Survival may store and process my contact details in accordance with the provisions of the Data Protection Act 1998.

If you would prefer not to receive information from us in the future, please tick this box.

Signed:

Date:

If you are sending your application by email, please tick the box to indicate that the information provided on this form is true.

Please return your CV with covering letter and application form (in this order) to [cb@survivalinternational.org](mailto:cb@survivalinternational.org) or by post to:

**Office Administrator Vacancy**  
**Survival, 6 Charterhouse Buildings, London EC1M 7ET.**

**Closing date for applications: 31 March 2015**

Survival promotes diversity, gender equity and balance, impartiality and non-discrimination in all activities, both internal and external.

Note:

Please note that due to our limited resources, Survival is unfortunately unable to acknowledge applications from candidates who have not been short-listed for the post. We are unable to meet any costs incurred in attending an interview. We are also unable to return any supporting documents or provide feedback to unsuccessful applications.