

*CONFIDENTIAL*

1. ABOUT YOURSELF

*First name(s):*

*Last name:*

*Address:*

*Daytime phone/mobile:*

1. PRESENT OR MOST RECENT EMPLOYMENT

*Job title:*

*Employer’s name, address, and phone:*

*Period of employment from: to:*

*Salary details:*

*Full description of duties and responsibilities:*

*Reason for leaving:*

*Period of notice required or date of leaving:*

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

1. YOUR CV

*Please attach a CV of no more than 2 pages*

*With reference to your CV, please explain any gaps in education and employment history (e.g travel, career breaks, etc)*

1. 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?*

1. 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?*

*The job description details the key requisites required for this post. Please describe in this section, using examples where appropriate, how you meet them.*

*If offered this post, when could you start?*

1. 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?*

1. 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?*

*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?*

*Do you have a driving license?*

1. ABILITY TO LEGALLY WORK IN THE US

All applicants must be legally able to work in the United States.

*Are you legally able work in the US?*

*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?*

1. REFERENCES

*Please give the name, address and phone number of two references. 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).*

*Reference 1 Reference 2*

*Name: Name:*

*Address: Address:*

*Phone: Phone:*

*Email: Email:*

*Capacity in which*

*they know you*

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

1. GENERAL INFORMATION

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

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.

*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.*

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.

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 cover letter, CV and application form to info.usa@survivalinternational.org

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.