Application form

# Assistant to the Executive Director

*To apply for this post, please submit:*

* *a cover letter (1 to 2 pages), explaining your interest in and suitability for the role;*
* *this application form;*
* *your CV (max 2 pages).*

*All documents should be named as “[Your name] Assistant Application [item]”, where the item is “letter”, “application” or “cv”.*

*Please submit to* *jobs@survivalinternational.org* *as soon as possible.*

*Interviews will take place at the beginning of March 2022.*

**You must have permission to work in the UK to apply for this role.**

# 1. Basic details

Given name(s):

Family name(s):

Best way to contact you (phone or email):

Where are you currently based:

How would you envisage reaching London as required once Covid restrictions have relaxed and we move to a hybrid working model:

# 2. Employment

Most recent or current employer:

Job title:

Notice period (if currently employed):

Reason for leaving:

# 3. 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?

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

# 4. Your skills

What languages do you speak and/or read well?

What IT packages are you familiar with, comfortable using or expert in?

Do you have any experience in writing or editing for different audiences, or in copyediting?

Do you have other specific skills that you think could be useful for this role or for Survival in general?

# 5. About tribal peoples and Survival

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?

# 6. About you

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!

Which issues are most important to you and have you had a chance to get involved with them?

Had you heard of Survival before applying for this job? If so, where?

What inspires you?

# 7. Human resources

How did you find out about this position?

Do you need a work permit to work in the UK? Yes [ ]  No [ ]

If yes, do you currently have one? Yes [ ]  No [ ]  N/A [ ]

Please confirm whether you have unspent or pending criminal convictions. If that's the case, we'll need to consider the nature of the offence before proceeding with your application.

Yes [ ]  No [ ]

If yes, further information:

If there are any reasonable adjustments that we can make to assist you in your application or with our recruitment process, please let us know.

Altho

# 8. Referees

Please give the name, address and phone number of two referees. One referee must be your present or most recent line manager (if you have been previously employed) and the second one a previous employer or academic supervisor. Please state the capacity in which they know you. Any offer of employment will be subject to receipt of two references that are satisfactory to Survival.

**NOTE**: We will **not** contact them without asking you first.

|  |
| --- |
| Referee 1 |
| Name:      Job title:      Address:      Phone:       Email:      How do they know you?       |
|  |
| Referee 2 |
| Name:      Job title:      Address:      Phone:      Email:      How do they know you?       |

# 9. 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.

[ ]  I would like to subscribe to Survival’s email newsletter to receive information about your campaigns.

Signed: Date:

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

NB: Please note that due to our limited resources, Survival is unfortunately 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.