**Application form: Supporter Services Administrator**

First name(s):

Last name(s):

Address:

Email:

Phone number:

# 1. Present or most recent employment

Notice period required (if employment ongoing):

Salary:

Present employer and address:

Period of employment:

Full description of duties, responsibilities, and job title:

Reason for leaving or seeking to leave:

# 2. 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.)

# 3. Experience and what you’re looking for in a job

Why are you interested in this position with Survival?

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?

What inspires you?

What languages do you speak & read well?

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

# 4. IT skills

What software are you familiar with?

Have you ever used Salesforce? If so, please describe briefly.

Are you familiar with any other database systems?

Are you familiar with SmartDebit, Stripe, PayPal (business) or any other payment processing systems?

Have you handled any Gift Aid submissions or queries previously?

5. About Survival and tribal peoples

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

What do you think is the solution?

Why do you think Survival’s work is important?

# 6. Human resources

How did you find out about this position?

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?

If offered this post, when could you start?

Please confirm whether you have the right to work in the UK: YES/NO

If you do not have the right to work in the UK we may not be able to proceed with your application.

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.

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

# 7. 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 Referee 2

Name: Name:

Address: Address:

Phone: Phone:

Email: Email:

Capacity in which Capacity in which

they know you: they know you:

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

# 8. 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.