Application form

Press & Communications Officer

*To apply for this post, please submit:*

* *a cover letter (max. 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] Press & Comms Officer Application [item]”, where the item is “letter”, “application” or “CV”.*

*Please submit to* [*jobs@survivalinternational.org*](mailto:jobs@survivalinternational.org) *as soon as possible. The deadline for applications is midnight on 3 March 2024.*

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

# 1. Basic details

Given name(s):

Family name(s):

Address:

Daytime phone number:

Email address:

Best way to contact you (phone or email):

# 2. Employment

Most recent or current employer:

Job title:

Notice period (if currently employed):

Salary:

Full description of duties and responsibilities:

Reason for leaving:

# 3. CV

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

# 4. 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?

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

# 5. Your skills

What languages do you speak and/or read well?

What software/ apps 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?

# 6. About Survival and Indigenous and tribal peoples

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

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

What do you think is the solution?

Why do you think Survival’s work is important?

# 7. About you

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

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?

Are you a member of any NGO or other organization?

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

What inspires you?

# 8. Human resources

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

How did you find out about this position?

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 Council member of Survival?   
If so, please give details.

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:

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.

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.

# 9. 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? |

# 10. 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.

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.