

# Application for Research Assistant – Malawi Carnivore Research Malawi



Please complete your details directly into the form and attach it to an e-mail message to [programmes@conservationresearchafrica.org](mailto:programmes@conservationresearchafrica.org)

with **CRM RESEARCH ASSISTANT** in the subject line. You may also attach a copy of your CV.

|                         |   |
|-------------------------|---|
| <b>Post Title:</b>      | Carnivore Research Assistant - CRM  |
| <b>Contract period:</b> | ASAP (exact dates to be confirmed) for 6 months, poss extension to 1 year |
| <b>Deadline:</b>        | Open until filled   |

## Personal Details

|                        |                      |               |
|------------------------|----------------------|---------------|
| <b>Surname:</b>        | <b>Forenames:</b>    | <b>Title:</b> |
| <b>Address:</b>        |                      |               |
| <b>E-mail address:</b> | <b>Mobile no.</b>    |               |
| <b>Tel No. Home:</b>   | <b>Tel No. Work:</b> |               |

|                       |                |
|-----------------------|----------------|
| <b>Date of Birth:</b> | <b>Gender:</b> |
|-----------------------|----------------|

|  |            |           |
|--|------------|-----------|
| <b>How did you hear about this vacancy?</b>  |            |           |
| <b>Are you able to commit to the full 6 month period?</b>  | <b>Yes</b> | <b>No</b> |
| <b>Would you be interested in extending to 1 year?</b>   | <b>Yes</b> | <b>No</b> |
| <b>Please indicate any dates when you would be unavailable for interview due to holiday etc.</b> |            |           |

## Education (from the age of 15)

| <b>Name of School, College, Uni etc</b> | <b>Full or Part-time</b> | <b>From - To</b> | <b>Qualifications &amp; Grades Obtained</b> |
|---|--------------------------|------------------|---|
|   |                          |                  |   |
|   |                          |                  |   |
|   |                          |                  |   |

**Qualifications relevant to this application (including technical and/or professional)**

|  |
|--|
|  |
|--|

**Current membership of any professional or technical organisation**

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|  |
|--|

**Driving**

|  |        |           |
|--|--------|-----------|
| Do you hold a full and current, valid driving licence?             | Yes    | No        |
| If yes, what type?   | Manual | Automatic |
| From which country did you obtain your driving licence?            |        |           |
| How long have you been driving?                                    |        |           |
| Can you drive manual, if yes how long?                             |        |           |
| Do you have experience of off road driving?                        | Yes    | No        |
| If yes, for how long?  |        |           |
| Do you have any endorsements on your licence?                      | Yes    | No        |
| If yes, please state which endorsements:                           |        |           |
| Please provide more details of any experience of off road driving: |        |           |
|  |        |           |

**Employment**

| Present or most recent employment   |           |  |
|-------------------------------------|-----------|--|
| Name and Address of Employer        | Post Held | Brief description of duties and responsibilities |
|                                     |           |  |
| Period of appointment (DD/MM/YY)    | From:     | To:  |
| Grade and/or Salary:                |           | Full-time or Part time:                          |
| Notice required (if applicable):    |           |  |
| Reason for leaving (if applicable): |           |  |
|                                     |           |  |

**Previous Employment**, most recent first.

Please specify exact employment dates (DD/MM/YY) continue on additional sheet if necessary

| <b>Name and Address of Employer</b> | <b>Post Held</b> | <b>Full or Part-time</b> | <b>From - To</b> | <b>Reason for leaving</b> |
|-------------------------------------|------------------|--------------------------|------------------|---------------------------|
|                                     |                  |                          |                  |                           |

**Please specify any field work and other relevant experience, including dates, location and organisation**

**Additional Information**

Please give reasons why you wish to apply for this post. Give details of any experience or training you have had which you consider to be relevant, together with any other information you wish to add in support of your application.

## Health

Please indicate your present state of health:

Please give details of illness that you think may impact your ability to conduct the job:

Please indicate any history of mental health (including anxiety and or depression):

Do you have any sever allergies, if so please explain?

## Referees

Please give the names of two referees below

**The references need to cover the last 3 years of your employment/or relevant voluntary experience**

If you are shortlisted references will be taken up automatically prior to interview unless you request otherwise.

Please place a cross in the box provided if you do not wish us to contact your referee at interview stage.

### CURRENT/MOST RECENT EMPLOYER

Please give the name of a referee from your current or most recent employer with line management responsibility for your role.

Name:

Position:

e-mail address:

Telephone:

Address:

I do not wish you to contact this referee at interview stage

### SECOND REFEREE

Name:

Position:

e-mail address:

Telephone:

Address:

I do not wish you to contact this referee at interview stage

I certify that the details in this application are correct

Signed: .....

Date:.....

### Completing and Returning the Application Form

The further particulars give you information about the job and the skills, experience, personal qualities and qualifications needed to carry it out. The information you provide on the form will be used as the basis for shortlisting and selection. It would be particularly helpful if in providing 'additional information' you indicate to what extent you feel your experience, abilities and personal qualities match those required for the post.

Please return your completed form as an attachment to an e-mail message to

**programmes@conservationresearchafrica.org**. You may also send a copy of your CV if necessary. Should you have any queries please email me at **programmes@conservationresearchafrica.org**

[www.carnivoreresearchmalawi.org](http://www.carnivoreresearchmalawi.org)

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