

Filling out an Equal Opportunities Application Form

These notes are to help you do your best to fill out the application form below.

Please do not send a CV; the panel judges everyone on the basis of the application form.

Recruitment panels marking an application form are looking for two things: firstly that applicants understand what the job involves and secondly that they have the skills and experience to be able to do the job. Simply listing tasks you have done in previous posts tells us nothing about how well you have done them. Remember that you may not have direct experience of something but may have skills which would be useful for this work; also remember that voluntary work or other activities all involve skills.

Taking each point in the person specification in turn you need to tell us how you meet these requirements and back this up with a description. You should also refer to the detailed job description.

We look forward to receiving your completed form; this consists of 5 pages.

Please print off the form and complete it. Then email the form back to us as two separate attachments with the first page of the form – the page with your contact details – AS A SEPARATE ATTACHMENT TO THE REST OF THE FORM.

The email address is nsc@nicaraguasc.org.uk

Thank you and good luck.

NSC Equal Opportunities Statement

NSC recognises that groups and individuals in society are unfairly discriminated against on the basis of race, colour, gender, marital status, class, disability, sexual orientation, gender reassignment, age, religious belief, ethnicity or national origin.

We accept that discrimination has many forms including both direct prejudice and the indirect effect of rules and procedures that are unfairly discriminatory, though not intended to be so.

We commit ourselves to following employment practices designed to combat this, as far as is possible for an organisation with the resources of the NSC, and to ensure that all job applicants and employees receive equal treatment. We commit ourselves to attempting to counter the existing pattern of discrimination in society by encouraging applicants from disadvantaged groups.

A Brief History of NSC (updated June 2019)

NSC was founded in 1978 in solidarity with the Sandinista Revolution then taking place. NSC was one of an estimated 2,500 groups worldwide involving hundreds of thousands of people that condemned US aggression and campaigned to highlight the social and economic transformation of Nicaragua.

In the 1980's NSC put Nicaragua on the map in the UK and helped build a broad cross-party consensus that condemned US military and economic aggression against Nicaragua and supported the achievements of the Sandinista government. It played a key role in counteracting the intense media campaign that in the Thatcher – Reagan cold war era depicted Nicaragua as a communist totalitarian dungeon with troops poised to storm the Texan border.

Over 1,200 people from Britain have visited Nicaragua on work brigades, study tours and delegations organised by NSC and NSCAG. Speaker tours of the UK and visits to Nicaragua have created strong, lasting ties of friendship and solidarity.

NSC and NSCAG have acted as catalysts for other organisations and groups such as Computer Aid, the Environmental Network for Nicaragua (now the Environmental Network for Central America), Nicaragua Health Fund (no longer in existence) and the Nicaragua Women's Network (later the Central America Women's Network, no longer in existence). Wales NSC and 11 local groups have links with towns and communities in Nicaragua.

NSC and NSCAG have raised over £1 million for medical and educational supplies as well as training for trade unions, women's organisations, Fair Trade co-operatives, the Community Movement and for survivors of hurricanes and other disasters.

Following the electoral defeat of 1990 NSC re-oriented its work from supporting a party in government to facilitating two-way exchanges based on mutual support between sectors and groups in the UK and Nicaragua such as trade unions, towns and communities with twinning links, women's organisations and Nicaraguan Fairtrade producers and UK Fairtrade activists.

In 2004, the organisation split into two linked but separate entities, NSC becoming a charity and the Nicaragua Solidarity Campaign Action Group (NSCAG) taking over the political and trade union work and other work which could not be undertaken by a charity.

APPLICATION FORM

NAME.....

ADDRESS.....

.....**POSTCODE**.....

TEL:(mobile)(home)

EMAIL:.....

Where did you see this post advertised?.....

For office use only:
CANDIDATE REFERENCE:

1. Please give brief details of your post-school education, any relevant training or professional courses you have taken and any qualifications gained.

Dates	Name/address of institution/provider	Details of course(s) attended	Qualification gained (if any)
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2. Please give brief details of previous employment -please indicate whether it was voluntary/unpaid work (continue on an extra page if necessary).

Dates	Name/address of employer	Job title and main duties	Salary & reason for leaving
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**For office use only:
CANDIDATE REFERENCE:**

3. Please indicate your fluency in English and any other languages you have.

Language	Understand	Speak	Read	Write
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ENGLISH

SPANISH

OTHER

4. Should you be offered the job when would you be able to take up the post?

5. Other information: please use this section to explain how your experience shows that you have the abilities to do this job. For each point in the person specification, please give us examples of how you meet this point and back this up with evidence. Refer to the job description as well.

Continue on the next page (but no more) if necessary.

**For office use only:
CANDIDATE REFERENCE:**

NB. Continue to the next page if you have no more to add to question 5.

**For office use only:
CANDIDATE REFERENCE:**

6. Please give us the name and address of two referees. The first should be your current or most recent employer. The other should be someone who knows your professional work well enough to be able to comment meaningfully on your ability to carry out this job. They must not be related to you.

1) Name

Address

Phone

Email

Relationship to you

2) Name

Address

Phone

Email

Relationship to you

Signed:

Date:

**For office use only:
CANDIDATE REFERENCE:**