

Guidance notes for completing the Training Consultant application form

General instructions for responding:

- Ensure that you send your application in good time to prevent issues with technology – late responses will not be accepted by the British Council.
- Do not submit any additional supporting documentation (such as resumes / CVs) with your application. These will not be considered.
- All applications must be sent in using the application form document. No other format will be accepted.
- Responses should be concise, unambiguous, and should directly address the requirement stated.

Part 1 - Personal information

Disability

The United Nations Convention on the Rights of Disabled People defines a disabled person as someone who has long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

Part 2 - Job-related information

Employment and work-related experience

Please give details of your work-related experience covering no more than 10 years, or since leaving full-time education if this is sooner, starting with the most recent. Work related experience can include voluntary work or other periods away from employment. It will not prejudice your application if you disclose a period out of formal employment (e.g. time spent at home bringing up children or a period of ill health).

Other relevant experience

This can include experience of volunteering, periods of travel or of roles held within the community e.g. youth or community worker etc.

Education / qualifications

Please list only those qualifications specified in or related to the requirements listed in the person specification. If you have a qualification which is not directly relevant but which you feel demonstrates that you have a skill which is important to the role, please list this under *other relevant experience* saying why you think this is important.

Part 3 - Supporting statement

The purpose of this section is to give you an opportunity to say why you are interested in the job what you would bring to it. When writing your supporting statements please refer to the role profile and link your experience, qualifications and interests (if applicable) to the requirements. Please respond to all the areas highlighting relevant skills, knowledge and experience. This can relate to work related information listed earlier or you can give other examples.