Cover Letter for Consultancy Expressions of Interest

***INSTRUCTIONS***

*Please complete this cover letter in full. Applications with incomplete documentation may not be considered.*

**PLEASE CONSIDER MY APPLICATION FOR**

|  |  |
| --- | --- |
| Consultancy Title |  |

**ABOUT ME**

|  |  |
| --- | --- |
| Name |  |
| Street Address |  |
| Suburb |  |
| Postcode |  |
| Country |  |
| Email |  |
| Phone |  |

1. I identify as a

Woman   Man\*  Other, please specify\*

***\* Note: International Women’s Development Agency (IWDA) holds a current Equal Opportunity exemption and accepts applications from people who identify as women only.***

1. I am an Australian Citizen, Resident or holder of an approved appropriate work visa and am legally entitled to live and work in Australia

Yes  No\*\* \*\* Attached documentation of overseas registered business

***\*\* Note: International Women’s Development Agency (IWDA) can only procure services from non-Australian individuals if you operate via a registered business in your country of residence. Please provide as a separate attachment evidence of your registered business documents if that applies to your application.***

1. If an offer to engage my services is made I am willing to undergo probity checking relevant to the inherent requirements of the position, including (but not limited to) criminal record history check.

Yes  No

1. We value diversity at IWDA. Please outline your cultural heritage (optional)
2. Have you ever been investigated for professional misconduct, sexual harassment, sexual misconduct or sexual abuse?

Yes  No

1. Are there any accommodations you require in order to participate in a selection process and/or as a consultant with IWDA (for example, English as a second language, disability)?

Yes\*\*\*  No

***\*\*\* If yes, please provide details. Attach an additional sheet if required.***

Please provide a statement of experience against the criteria set out in the requirements section of the consultancy Terms of Reference.

*As a guide, content should not exceed 600 words and should focus on your suitability for the position based on the Terms of Reference.*

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