

INSTRUCTIONS

UNITED



NATIONS

Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.

PERSONAL HISTORY

1. Family name (Surname)		First names		Maiden name, if applicable						
2. Date of Birth day month year		3. Place of birth		4. Nationality at birth						
				5. Present nationality(ies)						
7. Height		8. Weight		9. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>						
10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? YES <input type="checkbox"/> NO <input type="checkbox"/> If "yes" please describe:										
11. Permanent address Telephone No.		12. Present address if different from that indicated in box 11. Telephone No.		13. Office Telephone no. Telephone No. (messages) Fax: Email:						
14. Have you any dependents? Yes <input type="checkbox"/> No <input type="checkbox"/> if the answer is "Yes", give the following information:										
Name		Date of birth		Relationship						
15. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> if "Yes", which country?			16. Have you taken any steps towards changing your present nationality? Yes <input type="checkbox"/> No <input type="checkbox"/> if "Yes", explain fully:							
17. Are any of your relatives employed by a public international organization? Yes <input type="checkbox"/> No <input type="checkbox"/> if answer is "yes", give the following information:										
Name		Relationship		Name of International Organization						
18. What is your preferred field of work?										
19. Would you accept employment for less than six months? Yes <input type="checkbox"/> No <input type="checkbox"/>			20. Have you previously submitted an application for employment with U.N.? If so when?							
21. Languages - List mother tongue first		Ability to read			Ability to write			Ability to speak		
		Very good	Good	Weak	Very good	Good	Weak	Very good	Good	Weak
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Clerical skills (for clerical employment only).						List any office machines or equipment you can use below:				
<i>Indicate speed in words per minute</i>		English	French	Spanish	Other languages					
Typing										
Shorthand										

B. PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)				
FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
Month/Year	Month/Year	Starting (gross)	Final	
NAME OF EMPLOYER:			TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER			NAME OF SUPERVISOR:	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
C. PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)				
FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER			TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER			NAME OF SUPERVISOR:	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER			TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER			NAME OF SUPERVISOR:	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: N/A	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:

DESCRIPTION OF YOUR DUTIES

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28. ARE YOU NOW, OR HAVE YOU EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? Yes No
 If answer is "yes", WHEN?

29. References: list **three** persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference
 DO NOT REPEAT NAMES OF SUPERVISORS LISTED UNDER ITEM 26.

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

30. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY

31. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED FOR THE VIOLATION OF ANY LAW (EXCLUDING MINOR TRAFFIC VIOLATIONS)? Yes No
 If "Yes" give full particulars of each case in an attached statement

32. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a UNDP Personal History form or other document requested by the Organization renders a staff member of the United Nations Development Programme liable to termination or dismissal.

DATE: _____ SIGNATURE: _____

Note: You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UNDP.