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| logoINSTRUCTIONSPlease answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.NATIONS UNITED**Personal History** |
| 1. Family name (Surname) | First names | Maiden name, if applicable |
| 2. Date of Birthday month year  | 3. Place of birth | 4. Nationality at birth | 5. Present nationality(ies)  | 6. SexMale [ ]  Female [ ]  |
| 7. Height  | 8. Weight  | 9. Marital status: Single [ ]  Married [ ]  Separated [ ]  Widow(er) [ ]  Divorced [ ]  |
| 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 [ ]  NO [ ]  If "yes" please describe: |
| 11. Permanent address | 12. Present address if different from that indicated in box 11. | 13. Office Telephone no. |
| Telephone No.  | Telephone No.  | Telephone No. (messages) Fax: Email:  |
| 1. Have you any dependents? Yes [ ]  No [ ]  if the answer is “Yes”, give the following information:
 |
| Name |  Date of birth | Relationship | Name | Date of birth | Relationship |
|  |  |  |  |       |       |
|  |  |  |       |       |       |
|  |  |  |       |       |       |
| 15. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes [ ]  No [x]  if “Yes”, which country? | 16. Have you taken any steps towards changing your present nationality? Yes [ ]  No [ ]  if “Yes”, explain fully: |
| 17. Are any of your relatives employed by a public international organization? Yes [ ]  No [ ]  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 [ ]  No [ ]   | 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 |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 22. Clerical skills (for clerical employment only).  |  | List any office machines or equipment you can use below: |
| ***Indicate speed in words per minute*** | English | French | Spanish | Other languages |  |
| Typing |  |       |       |       |       |  |
| Shorthand |       |       |       |       |       |  |

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| 23. **EDUCATION**: Give full details - NB Please give exact titles of degrees in original languageA. University or equivalent (most recent first) of the educational institutions you have attended and other specialized courses. Give the exact name of institution and title of degrees, diplomas, etc. (Please do not translate or equate to other degrees.) |
|  Name, place and country  | Attended From/To Mo/Year Mo. /Year | Certificates, diplomas or degrees and academic distinctions obtained | Main course of study |
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| B. Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship) |
| Name, place and country | Type | Attended From/To Mo/Year Mo. /Year | CERTIFICATES ORDIPLOMAS OBTAINED |
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| **24. List membership of professional societies and activities in civic, public or international affairs** |
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| **25. List any significant publications you have written (do not attach them).** |
|       |
| **26. EMPLOYMENT RECORD:** Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.  |
| 1. **PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)**
 |
|  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 |
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| 1. **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 |
|  |
| 1. **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: |

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| 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: | 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:  | 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: | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES |
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| 27. Have you any objections to our making inquiries of: (a) your present employer? Yes [ ]  No [ ]  ; (b) previous employers? Yes [ ]  No [ ]  |
| 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 |
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| 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. |

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