

INSTRUCTIONS

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

UNITED



NATIONS

Do not Write in this Space

PERSONAL HISTORY

| | | | | | | | | | | | |
|--|-----------|---------------------------------|--------------|----------------------------------|---|---|--------------|-------------------------------------|------------|-----------------------------------|--|
| 1. Family Name | | First name | | Other names | | Maiden name | | | | | |
| 2. Date of Birth | | 3. Place of birth | | 4. Nationality at birth | | 5. Present Nationality | | 6. Sex | | | |
| 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 entail assignment and travel to any area of the world in which the United Nations might have responsibilities. Do you have 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 | | | | 12. Present address | | | | 13. Permanent telephone no. | | | |
| | | | | | | | | 14. Present telephone no. | | | |
| 15. Do you have any dependants? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information: | | | | | | | | | | | |
| NAME | | Age | Relationship | | NAME | | Age | Relationship | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes" which country? | | | | | | | | | | | |
| 17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully: | | | | | | | | | | | |
| 18. 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 | | | | | |
| | | | | | | | | | | | |
| 19. What is your preferred field of work? | | | | | | | | | | | |
| 20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | | 21. Have you previously submitted an application for employment with U.N.? If so, when? | | | | | | |
| 22. KNOWLEDGE OF LANGUAGES. What is your mother tongue? | | | | | | | | | | | |
| OTHER LANGUAGES | | READ | | WRITE | | SPEAK | | UNDERSTAND | | | |
| | | Easily | Not easily | Easily | Not easily | Fluently | Not fluently | Easily | Not easily | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 23. For clerical grades only Indicate speed in words per minute | | | | | | List any office machines or equipment you can use | | | | | |
| Typing Shorthand | | English | French | Other languages | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Unless otherwise specified please return completed form to Secretariat Recruitment Section, Palais des Nations, Geneva.

24. EDUCATION. Give full details – N.B. *Please give exact name of institution and titles of degrees in original language. Please do not translate or equate to other degrees.*

A. University or equivalent

| Name, place and country | Years attended | | Degrees and academic distinctions | Main course of study |
|-------------------------|----------------|----|-----------------------------------|----------------------|
| | From | To | | |
| | | | | |
| | | | | |
| | | | | |

B. Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)

| Name, place and country | Type | Years attended | | Certificates or diplomas obtained |
|-------------------------|------|----------------|----|-----------------------------------|
| | | From | To | |
| | | | | |
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25. List professional societies and activities in civic, public or international affairs

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26. List any significant publications you have written (*Do not attach*)

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27. EMPLOYMENT RECORD: Starting with your present post, list *in reverse order* every employment you have had. Use a separate block for each post. 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.

| From Month/Year | To Month/Year | Salaries per annum | | Exact title of your post: |
|----------------------|------------------|--------------------|-------|---|
| | | Starting | Final | |
| Name of employer: | | | | Type of business: |
| Address of employer: | | | | Name of supervisor: |
| | | | | Number and kind of employees supervised by you: |

DESCRIPTION OF YOUR DUTIES

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| |
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| From | To | Salaries per annum | | Exact title of your post: |
|-----------------------|------------|--------------------|-------|---|
| Month/Year | Month/Year | Starting | Final | |
| Name of employer: | | | | Type of business: |
| Address of employer: | | | | Name of supervisor: |
| | | | | Number and kind of employees supervised by you: |
| DESCRIPTION OF DUTIES | | | | |
| | | | | |
| From | To | Salaries per annum | | Exact title of your post: |
| Month/Year | Month/Year | Starting | Final | |
| Name of employer: | | | | Type of business: |
| Address of employer: | | | | Name of supervisor: |
| | | | | Number and kind of employees supervised by you: |
| DESCRIPTION OF DUTIES | | | | |
| | | | | |
| From | To | Salaries per annum | | Exact title of your post: |
| Month/Year | Month/Year | Starting | Final | |
| Name of employer: | | | | Type of business: |
| Address of employer: | | | | Name of supervisor: |
| | | | | Number and kind of employees supervised by you: |
| DESCRIPTION OF DUTIES | | | | |
| | | | | |
| From | To | Salaries per annum | | Exact title of your post: |
| Month/Year | Month/Year | Starting | Final | |
| Name of employer: | | | | Type of business: |
| Address of employer: | | | | Name of supervisor: |
| | | | | Number and kind of employees supervised by you: |
| DESCRIPTION OF DUTIES | | | | |
| | | | | |

28. Do you have any objections to our making inquiries of your present employer? YES NO

29. Are you now, or have you ever been, a permanent civil servant in your government's employ? YES NO
If answer is "yes", when?

30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed under Item 27

| FULL NAME | FULL ADDRESS | BUSINESS OR OCCUPATION |
|-----------|--------------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

31. State any other relevant facts. Include information regarding any residence outside the country of your nationality.

32. 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.

33. 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 Personal History form or other document requested by the United Nations renders a staff member of the United Nations liable to termination or dismissal.

DATE: _____ SIGNATURE: _____

N.B. You will be requested to supply documentary evidence, which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.