

INSTRUCTIONS

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



**UNITED NATIONS
PERSONAL HISTORY**

Do not write in this Space

1. Family name		First Name		Other names		Maiden Name			
2. Date of birth (day, month, year)		3. Place of birth		4. Nationality at birth		5. Present nationality			
						6. Sex <input type="checkbox"/> Female <input type="checkbox"/> Male			
7. Height	8. Weight	9. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced							
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. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please describe.									
11. Permanent address			12. Present address			13. Permanent telephone no. Fax no (if any).			
						14. Present telephone no. Fax no.			
15. Have you any dependants? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer is "Yes", give the following information:									
NAME		Date of Birth	Relationship		NAME		Date of Birth		
16. Have you taken up legal permanent resident status in any country other than that of your nationality? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "yes", which country?									
17. Have you taken any legal steps towards changing your present nationality? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "yes", explain fully:									
18. Are any of your relatives employed by a public international organization? <input type="checkbox"/> Yes <input type="checkbox"/> No 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? <input type="checkbox"/> Yes <input type="checkbox"/> No				21. Have you previously submitted an application for employment with UNCHS? <input type="checkbox"/> Yes <input type="checkbox"/> No					
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
		<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"/>
23. For clerical grades only <i>Indicate speed in words per minute</i>						List any office machines or equipment you can use			
Typing Shorthand		English	French	Other languages					

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		Certificate or diploma obtained
		From	To	

25. List professional societies and activities in civic, public or international affairs

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

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 (US\$)		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:	Reason for leaving:

DESCRIPTION OF YOUR DUTIES

From Month/Year	To Month/Year	Salaries per annum (US\$)		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				

From Month/Year	To Month/Year	Salaries per annum (US\$)		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				

From Month/Year	To Month/Year	Salaries per annum (US\$)		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				

From Month/Year	To Month/Year	Salaries per annum (US\$)		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				

28. Have you 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

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 Organization 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. Applications will not, as a general rule, be valid or be retained for more than two years from date of receipt.