

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 []		Married []		Separated []		
				Widow(er) []		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? YES [] NO [] If "yes", please describe.								
11. Permanent address				12. Present address		13. Permanent telephone no		
						14. Present telephone no		
15. Have you any dependants? YES [] NO [] If the answer is "yes", give the following information:								
NAME		Age	Relationship		NAME		Age	
16. Have you taken up legal permanent residence in any country other than that of your nationality ? YES [] NO [] If answer is "yes", which country ?								
17. Have you taken any legal steps towards changing your nationality ? YES [] NO [] If answer is "yes", explain fully :								
18. 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			
19. What is your preferred field of work ?								
20. Would you accept employment for less than six months ? YES [] NO []				21. Have you previously submitted an application for employment with U.N. ? If so, when ?				
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue ?								
	READ		WRITE		SPEAK		UNDERSTAND	
OTHER LANGUAGES	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily
23. For clerical grades only <i>Indicate speed in words per minute</i>						<i>List any office machines or equipment you can use</i>		
	English	French	Other languages					
Typing								
Shorthand								

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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

		Years attended					
Name , place and country		from	to	Degrees and academic distinctions		Main course of study	

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	

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		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		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		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	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 :
				Reason for leaving:
DESCRIPTION OF YOUR 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 :
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DESCRIPTION OF YOUR 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 :
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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 :
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				Number and kind of employees supervised by you :
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DESCRIPTION OF YOUR 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 :
				Reason for leaving:
DESCRIPTION OF YOUR DUTIES				

28. Have you any objections to our making inquiries of you 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 supervisor listed under item 27

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

31. State any 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 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.