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

Please attach a photo

1. Family name | First name | Other names | Maiden name

2. Date of birth Day Mo. Yr.	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. Office Telephone No.
Telephone No.	Telephone No.	14. FAX No. if available

15. Have you any dependants? YES ☐ NO ☐ 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 that of your nationality? YES ☐ NO ☐
If answer is "yes", which country?

17. Have you taken up any legal steps towards changing your present 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 organisation

19. What is your preferred field of work?

20. Would you accept employment for less then 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 ?

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

	English	French	Other languages	
Typing				
Shorthand				

List any office machine or equipment you can use

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
		fr		

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	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: / 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:
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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:
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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:

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:	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:	Reason for leaving:
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 ☐

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

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 any 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 or references or testimonials unless they have been obtained for the sole use of the Organization.