|  |  |  |
| --- | --- | --- |
| INSTRUCTIONSPlease answer each question clearly and completely. TYPEOR PRINT LEGIBLY. **Read** carefully and follow all directions. | **UNITED NATIONS****PERSONAL HISTORY** | Do not Write in This Space |
| Family name  | First name | Middle name | Maiden name, if any |
| Date of (day/month/yr)Birth  | 1. Place of birth

 | 1. Nationality(ies) at birth

 | 1. Present Nationality(ies)

 | 1. Sex

 |
| Height  | Weight | 9. Marital Status:Single **[ ]**  Married **[ ]**  Separated **[ ]**  Widow(er) **[ ]**  Divorced **[ ]**  |
| Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES **[ ]**  NO **[ ]**  (b) Are there any limitations on your ability to engage in all travel? YES **[ ]**  NO **[ ]**  |
| Permanent addressTelephone No. ( )  | Present addressTelephone/Fax No. (  )  | Office Telephone No.(  )  |
|  |  | Office Fax No. ( ) **E-mail:**  |
| 15. Do you have any dependent children? YES **[ ]**  NO **[ ]**  If the answer is “yes”, give the following information: |
| Name of Children | Date of Birth (day/mo/year) | Place of Birth | Nationality | Gender  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 15. (a) Name of Spouse |  |  |  |  |
|  Have you taken up legal permanent residence status 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 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 Organization |
|  |  |  |
|  |  |  |
|  |  |  |
| What is your preferred field of work? |
| Would you accept employment for less than six months?YES **[ ]**  NO **[ ]**  | Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES **[ ]**  NO **[ ]**  If so, when?  |
| 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 |
|  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  | **[ ]**  |
|  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  | **[ ]**  |
|  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  | **[ ]**  |
|  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |  | **[ ]**  | **[ ]**  |
| For clerical grades onlyIndicate speed in words per minute | List any office machines or equipment and computer programmes you use. |
|  | English | French | Other languages |  |
|  |  |  |       |       |  |
| Typing |  |  |  |  |  |
| Shorthand |  |  |  |  |  |

|  |
| --- |
| 1. EDUCATION, Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

 A. University or equivalent |
| NAME, PLACE AND COUNTRYPlease give complete address. | ATTENDED FROM/TO | DEGREES and ACADEMIC DISTINCTIONS OBTAINED | MAIN COURSE OF STUDY |
|  | Month/Year | Month/Year |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship) |
| NAME, PLACE AND COUNTRYPlease give complete address. | TYPE | YEARS ATTENDED | CERTIFICATES OR DIPLOMAS OBTAINED |
|  |  | FROM | TO |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

 |
| 26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN *(DO NOT ATTACH)* |
| 1. 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. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)  |
| 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 |
|  | NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:  | REASON FOR LEAVING |
| DESCRIPTION OF YOUR DUTIES:  |
|  |

B. PREVIOUS POSTS (IN REVERSE ORDER)

|  |  |  |  |
| --- | --- | --- | --- |
| 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: |
|  | 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 | 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 |
|  |
| 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: |
|  | NO. 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 CIVIL SERVANT IN YOUR GOVERNMENT’S EMPLOY? YES **[ ]**  NO **[ ]**  If answer is “yes”, WHEN? |
| 1. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, 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. 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. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES **[ ]**  NO **[ ]**  |
| 34. 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  (day, month, year)  |  | 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. |

UNITED NATIONS ***Do not Write in this Space***

**Supplementary Information**

###### From candidates who wish to be considered for

**peacekeeping and other field operations**

**Please answer each question**

**clearly and completely. Type**

**or print in ink. Read carefully**

**and follow all directions.**

This form is not a commitment on the part of the United Nations. Please limit your answers to the space provided. To fill boxes, highlight and

type an X.

1. Family name First name Other names Maiden name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. If selected, when would you be available for a mission assignment ?  any time

 Earliest availability ............................................ (mm/yy)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. For how long ?  3 months  **6 months** and  **1 year and more** Other

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Are you prepared to serve in any peacekeeping operation ?  **yes**  no

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. If not, state the peacekeeping operations you would not want to be considered for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. From the list on the reverse side, select the occupational group that best suits your preferred field of work:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Indicate your computer skills:

Software:  Word Processor  Spreadsheet  Database  Other

Specify:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Do you possess a valid driver's licence ?  Yes No

Specify:  International  National (country)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Briefly outline any working experience or training (including academic studies) you have in specific geographical regions in which peacekeeping operations are deployed, and/or any professional experience you have

 in the fields of peacekeeping operations, election monitoring, disaster relief, refugee assistance or similar.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. With reference to your answer to question 9, describe any situation where your actions resulted in the achievement of organisational objectives.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Briefly summarize the personal characteristics which you feel strongly demonstrate your suitability for successful participation in a peacekeeping mission.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(submitted via email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Occupational Group**

Management

Management Support

Administrative Support

Personnel

Training

Finance & Budget

Procurement

Registry/Pouch/Reproduction

Property Control/Inventory

Records Management

Security

Transport - Air

Transport - Movement Control

Transport - Vehicles

Supply/Property Management/Warehousing

Engineering

Facilities Management

Communications

EDP Hardware/Software

EDP Systems Design

Contracts Management

Electoral Specialist

Humanitarian Affairs

Civil Affairs

Political Affairs

Human Rights

Legal Affairs - International Law

Legal Affairs - Contracts/Civil

Information/Media Relations

Interpretation & translation

Broadcasting Technology

Technical Military Specialities

Logistics Specialist

Catering, Accommodation & Travel

Medical Support

Other (Specify)