|  |
| --- |
| P.11 (2-74) - E |
| **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 Spac**e |
| **1. Family name** | **First name** | Middle name       | Maiden name, if any      |
| **2.** Date of Birth | Day      | Mo      | Yr.      | **3.** Place of birth       | **4.** Nationality (ies) at birth      | **5.** Present nationality (ies)      | **6.** Sex      |
| **7.** Height      | **8.** Weight       | **9.** Marital status: Single [ ]  | Married [ ]  | Separated [ ]  | Widow(er) [ ]  | Divorced [ ]  |
| **10.** | Entry into United Nations service might require 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 (if different)      | **13.** Office Telephone No.       |
|  |  |  E-mail: |
| Telephone No.       |  | Telephone      |  |       |
| **15.** Have you any dependents? YES ***[ ]*** NO [ ]  If the answer is “yes”, five the following information: |
| Name | Date of Birth | Relationship | Place of Birth (for children) | Nationality | Gender |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
| **16.** Have you taken up legal permanent residence status in any country other than that of your nationality? If answer is “yes”, which country?       | YES [ ]  NO ***[ ]***  |
| **17.** Have you taken any legal steps towards changing your present nationality? If answer is “yes”, explain fully:       | YES [ ]  NO ***[ ]***  |  |
|  |  |
| **18.** Are any of your relatives employed by a public international organization? If answer is “yes”, give the following information: | YES [ ]  NO ***[ ]***  |
| NAME | Relationship | Name of International Organization |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| **19.** What is your preferred field of work?       |  |
| **20.** Would you accept employment for less | **21.** Have you previously submitted an application for employment with U.N.?       |
|  than six months | YES [ ]  NO***[ ]***  |  if so when? |       |

|  |
| --- |
| **22.** KNOWLEDGE OF LANGUAGES. Mother tongue:       |
|  | READ | WRITE | SPEAK | UNDERSTAND |
|  |  | Not |  | Not |  | Not |  | Not |
| OTHER LANGUAGES | Easily | Easily | Easily | Easily | Easily | Easily | Easily | Easily |
|       | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  |
|       | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  |
|       | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  |
|       | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  | ***[ ]***  |
| **23.** For clerical grades only *Indicate speed in words per minute* | *List any office machines or equipment* *you can use*      |
|  |  |  | O t h e r l a n g u a g e s |  |
|  | E n g l i s h  | F r e n c h |       |       |  |
| Typing |       |       |       |       |  |
| Shorthand |       |       |       |       |  |
| **24.** EDUCATIONAL. 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 COUNTRY | ATTENDED FROM/TO | DEGREES and ACADEMICDISTINCTIONS OBTAINED | MAIN COURSE OF STUDY |
|  | Mo./Year | Mo./Year |  |  |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship) |
| NAME, PLACE AND COUNTRY | TYPE | ATTEND FROM/TO | CERTIFICATES ORDIPLOMAS OBTAINED |
|  |  | Mo./Year | Mo./Year |  |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| **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. 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 |       |
|       |       |       |       | EPLOYMENT RATE (IN PERCENTAGES):       |
| CONTRACT TYPE:       |
| 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 | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING: |
|  | SUPERVISED BY YOU:       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |
|  |
|  |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL      | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU*:*       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |
|  |
|  |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU:       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL      | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU:       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |
|  |
|  |
|  |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL      | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU:       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |
|  |
|  |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU:       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |

|  |  |  |  |
| --- | --- | --- | --- |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL      | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU:       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |
|  |
|  |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:        |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU:       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |
|  |
|  |
|  |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL      | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU:       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | SUPERVISED BY YOU:       |       |
| DESCRIPTION OF YOUR DUTIES |
|       |
|  |
|  |
|  |
| FROM | TO | SALARIES PER ANNUM | EXACT TITLE OF YOUR POST:       |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL | EPLOYMENT RATE (IN PERCENTAGES):       |
|       |       |       |       | CONTRACT TYPE:       |
| NAME OF EMPLOYER:       | TYPE OF BUSINESS:       |
|  |  |
| ADDRESS OF EMPLOYER:       | NAME OF SUPERVISOR:       |
|  |  |
|  | NO. AND KIND OF EMPLOYEES | REASON FOR LEAVING |
|  | 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 TO 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, and are not current United Nations staff members, who are familiar with your character and qualifications. |
| FULL NAME | FULL ADDRESS | BUSINESS OR OCCUPATION |
|       |       |       |
|       |       |       |
|       |       |       |
| **31**. STATE ANY OTHER RELEVANT FACTS, INCLUDING INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY |
|       |
|   |
|  |

|  |  |
| --- | --- |
| **32.**  | HAVE YOUR 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 :  |       |
|  |