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| **INSTRUCTIONS**Please answer each questionclearly and completely.*Type or print in ink.* Read carefully and follow all direction. | **UNITEDNATIONS****PERSONAL HISTORY****Junior Professional Officer Programme** | **Do Not Write In This Space** |

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| **1.** NAME: | *Family Name* | *First Name* | *Middle Name* | *Maiden name, if any* |
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| **2.** DATE OF BIRTH | *Day / Mo. / Yr.* | **3.** PLACE OF BIRTH | **4.** NATIONALITY AT BIRTH | **5.** PRESENT NATIONALITY | **6.** SEX |

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| **7.** MARITAL STATUS:*Single*  *Married*  *Separated*  *Widow(er)*  *Divorced*  |

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| **8.** PERMANENT ADDRESS: | **9.** PRESENT ADDRESS *(if different)* | **10.** EMAIL ADDRESS | **11.** TELEPHONE NUMBER(S) |

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| **12.** HAVE YOU ANY DEPENDANTS?YES  NO   *If the answer is "yes", give the following information:* |

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| NAME | Date of Birth | Relationship | NAME | Date of Birth | Relationship |
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| **13.** HAVE YOU TAKEN UP LEGAL PERMANENT RESIDENCE STATUS IN ANY COUNTRY OTHER THAN YOUR NATIONALITY? YES NO *If answer is "yes", which country?* |
| **14.** HAVE YOU TAKEN UP ANY LEGAL STEPS TOWARDS CHANGING YOUR PRESENT NATIONALITY? YES NO *If answer is "yes", explain fully:* |
| **15.** ARE ANY OF YOUR RELATIVES EMPLOYED BY A PUBLIC INTERNATIONAL ORGANIZATION?YES NO  *If answer is "yes", give the following information:* |

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| NAME | Relationship | Name of International Organization |
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| **16.** WHAT IS YOUR PREFERRED FIELD OF WORK?  |

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| **17.** HAVE YOU PREVIOUSLY SUBMITTED AN APPLICATION FOR EMPLOYMENT WITH THE UN? *If so when?*  |

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| **18.** KNOWLEDGE OF LANGUAGES. *What is your mother tongue?*  |

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|  | READ | WRITE | SPEAK | UNDERSTAND |
| OTHER LANGUAGES | Easily | Not Easily | Easily | Not Easily | Easily | Not Easily | Easily | Not Easily |
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| **19.** 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 |

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| NAME, PLACE AND COUNTRY | ATTENDED FROM/TO | DEGREES and ACADEMICDISTINCTIONS OBTAINED | MAIN COURSE OF STUDY |
| *Mo./Year* | *Mo./Year* |
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| B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 *(e.g. high school, technical school or apprenticeship)* |

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| NAME, PLACE AND COUNTRY | TYPE | ATTENDED FROM/TO | CERTIFICATES OR DIPLOMAS OBTAINED |
| *Mo./Year* | *Mo./Year* |
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| **20.**  LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS |
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| **21.** LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN *(Do not attach)* |
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| **22.** 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.* |
| POSITION | ANNUAL SALARYGross and Net (after taxes) | ALLOWANCESin addition to salary | SUPERVISOR’S NAME | DATES*(day/month/year)* | REASON FOR LEAVING |
|  | Starting | Final |
| **A.** | Gross |  |  |  |  | From:To: |  |
| Net |  |  |
| **B.** | Gross |  |  |  |  | From:To: |  |
| Net |  |  |
| **C.** | Gross |  |  |  |  | From:To: |  |
| Net |  |  |
| **D.** | Gross |  |  |  |  | From:To: |  |
| Net |  |  |
| **E.** | Gross |  |  |  |  | From:To: |  |
| net |  |  |
| PRESENT POST IN DETAILS *(LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)***A.**  |

|  |  |
| --- | --- |
| EXACT DATE OF EMPLOYMENT | EXACT TITLE OF YOUR POST: |
| FROMDAY/MONTH/YEAR | TODAY/MONTH/YEAR |
| 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 |
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 PREVIOUS POSTS IN DETAILS *(IN REVERSE ORDER)*

**B.**

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| --- | --- |
| EXACT DATE OF EMPLOYMENT | EXACT TITLE OF YOUR POST: |
| FROMDAY/MONTH/YEAR | TODAY/MONTH/YEAR |
| 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 |
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| **C.** |

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| EXACT DATE OF EMPLOYMENT | EXACT TITLE OF YOUR POST: |
| FROMDAY/MONTH/YEAR | TODAY/MONTH/YEAR |
| 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 |
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| **D.** |

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| --- | --- |
| EXACT DATE OF EMPLOYMENT | EXACT TITLE OF YOUR POST: |
| FROMDAY/MONTH/YEAR | TODAY/MONTH/YEAR |
| 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 |
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**E.**

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| --- | --- |
| EXACT DATE OF EMPLOYMENT | EXACT TITLE OF YOUR POST: |
| FROMDAY/MONTH/YEAR | TODAY/MONTH/YEAR |
| 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 |
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| **23.** ARE YOU NOW, OR HAVE YOU EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY?YES  NO If answer is "yes", WHEN? |
| **24.** HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES  NO  |
| **25.** REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. |
| FULL NAME | FULL ADDRESS | BUSINESS OR OCCUPATION |
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| **26.** STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING AND RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.  |
| **27.** 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.***28.** 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 (exclude minor traffic violations)?YES  NO*If "yes", give full particulars of each case in an attached statement.* |
| **29.** MOTIVATION LETTER |
| **30.** 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 |