|  |
| --- |
|  **Personal History Form** |
| **INSTRUCTIONS: Please answer each question clearly and completely. Read carefully and follow all directions.**  |
| **1. Family name (surname)**      | **2. First names**      | **3. Maiden name, if applicable**      |
| **4. Date of Birth**day month year                  | **5. Place of birth**      | **6. Nationality at birth**      | **7. List all your current nationality(ies)**      | **8. Gender**Choose an item. |
| **9. Permanent address**      | **10. Present address** if different from permanent address.      | **11. Telephone number**Home/Mobile:     Work:       |
|  |  | **Email address:**       |
| **12.** Have you taken up legal permanent residence status in any country other than that of your nationality? No [ ]  Yes [ ]  if “Yes”, which country(ies)?       | **13.** Have you taken any steps towards changing your present nationality? No [ ]  Yes [ ]  if “Yes”, explain fully:       |
| **14.**  Are any of your family members (spouse/partner, father/mother, brother/sister, son/daughter) employed in the UN common system, including UNU? Yes [ ]  No [ ]  if answer is "yes”, give the following information:  |
| **Name** | **Relationship** | **Name of Organization** |
|       |       |       |
|       |       |       |
|       |       |       |
| 15. Have you been interviewed for any UNU positions in the last 12 months? If so, for which post(s)?       |
| 16. **Languages** Please list all languages that you know including your mother tongue and indicate your proficiency level from the drop-down list provided in the four specified areas of “Speaking”, “Reading”, “Writing” and “Understanding”. To be considered fluent in a language, your proficiency level in all four must be “Fluent”. To be considered to have knowledge in a language, your proficiency level in at least two out of the four specified areas must be “Confident” or “Fluent”. Your application will be rejected if you fail to indicate that you meet the requisite proficiency level for a language in which fluency or knowledge is required for a job opening you have applied to. You may be considered not suitable if you fail to indicate that you meet the requisite proficiency level for a language in which fluency or knowledge is desirable for a job opening you have applied to. |
|  | **Speaking Proficiency** | **Reading Proficiency** | **Writing Proficiency** | **Understanding Proficiency** |
|       | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. |
|       | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. |
|       | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. |
|       | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. |
|       | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. |
|       | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. | [ ]  Choose an item. |
| **17**. **EDUCATION**: Give full details - NB Please give exact titles of degrees in original language.A. List all institutions of learning attended and diplomas/degrees or equivalent qualifications obtained (highest education first). Give the exact name of institution and title of degrees, diplomas, etc. (Please do not translate or equate to other degrees.) |
|  **Name, City, Country and Website**  | **Attended From/To**MM/YYYY MM/YYYY | **Degree or academic distinctions obtained** | **Main course of study** | **Enrolment Status** |
|       |       |       |       |       | Choose an item. |
|       |       |       |       |       | Choose an item. |
|       |       |       |       |       | Choose an item. |
|       |       |       |       |       | Choose an item. |
| B. **Training and Learning** List relevant for the position training and learning activities you have completed.  |
|       |
| **18.** **Licenses and Certificates**List licenses, professional certificates or United Nations exams (please provide name of License or Certificate, field of study or brief description and date obtained). |
|       |
| **19. Professional Memberships and Activities**Please list professional memberships and activities in civic, public or international affairs. |
|       |
| **20. Publications** Please list all significant and relevant published books, articles, journals and reports that you have written (please provide name of publication, date published and journal/publisher). |
|       |
| **21. EMPLOYMENT RECORD:** Please note that UNU, its agents and personnel may contact your employers and supervisors for verification of employment and references during the recruitment and selection process. During the application, you may indicate that you do not wish us to contact your current employer and supervisor during the process. If you are selected for the position at the conclusion of the process, verification from your current employer and supervisor will be mandatory.Have you already been issued a UN Index Number? No [ ]  Yes [ ]  If yes, please indicate this number:      Are you a current or former UNV? Yes [ ]  No [ ]  If yes, please indicate roster number:       |
| 1. **PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)**
 |
|  FROM |  TO | JOB TITLE: As specified in contract:      UN Grade (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY      |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item. |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:       | Do you have any objections to contact your current employer for references?[ ]  Yes [ ]  NO | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
| 1. **PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)**
 |
|  FROM |  TO | JOB TITLE: As specified in Contract:      UN Grade (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY       |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item. |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:       | Do you have any objections to contact your former employer for references?[ ]  Yes [ ]  No | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
|  FROM |  TO | JOB TITLE: As specified in contract:      UN Grade (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY      |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item. |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:      | Do you have any objections to contact your former employer for references?[ ]  Yes [ ]  No | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
|  FROM |  TO | JOB TITLE: As specified in contract:      UN Grade (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY      |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item. |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:       | Do you have any objections to contact your former employer for references?[ ]  Yes [ ]  No | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
|  FROM |  TO | JOB TITLE: As specified in contract:      UN Grade (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY      |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item. |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:       | Do you have any objections to contact your former employer for references?[ ]  Yes [ ]  No | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
|  FROM |  TO | JOB TITLE: As specified in contract:      UN Grade of your post (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY      |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item. |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:       | Do you have any objections to contact your former employer for references?[ ]  Yes [ ]  No | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
|  FROM |  TO | JOB TITLE: As specified in contract:      UN Grade (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY      |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item. |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:       | Do you have any objections to contact your former employer for references?[ ]  Yes [ ]  No | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
| FROM |  TO | JOB TITLE: As specified in contract:      UN Grade of your post (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY      |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item. |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:       | Do you have any objections to contact your former employer for references?[ ]  Yes [ ]  No | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
|  FROM |  TO | JOB TITLE: As specified in contract:      UN Grade (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY      |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item.  |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:       | Do you have any objections to contact your former employer for references?[ ]  Yes [ ]  No | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
|  FROM |  TO | JOB TITLE: As specified in contract:      UN Grade (if applicable):      Last UN step in your post (if applicable):       |
| DD/MM/YYYY      | DD/MM/YYYY      |  |
| EMPLOYER:      ADDRESS:     WEBSITE:      | TYPE OF BUSINESS: Choose an item. |
|  | EMPLOYMENT TYPE:Full time: [ ]  Part Time: [ ]  (     %) Intern: [ ]  |
|  | Is this position:[ ]  a civil servant position in your government[ ]  a position in UNU[ ]  a position in a UN System entity |
| SUPERVISOR:      Email Address:      Telephone No.:       | Do you have any objections to contact your former employer for references?[ ]  Yes [ ]  No | Number of Professional Staff Supervised:      Number of Support Staff Supervised:       |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS (max 300 words) |
|       |
| 22. **References other than supervisors**If you had had less than three supervisors, please provide three references who can attest to your work experience and performance, education, ability and fitness. You may include professors, thesis advisors, mentors, colleagues, clients or other persons with whom you have had a professional relationship. Please do not list personal references such as family and friends. |
| FULL NAME  | POSITION AND ORGANISATION  | E-MAIL ADDRESS and TELEPHONE NUMBER  | HOW DO YOU KNOW THIS PERSON? |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| 23. **Motivational Statement** (max 600 words)Describe how this job aligns with your overall career goals and how your personal character and experience support success in the position for which you are applying.  |
|       |
| 24. Have you ever committed, been convicted of, or prosecuted for, any criminal offence? Have you ever been involved, by act or omission, in the commission of any violation of international human right slaw or international humanitarian law?No [ ]  Yes [ ]  Reason Choose an item. Resolution Choose an item.If “Yes” Please explain briefly (250 characters):  |
| 25. The General Assembly through Resolution – A/RES/70/114 – requires that all the UN ensures that all UN officials are properly vetted for any prior misconduct. **For serving UN Staff Members:**Have you received a disciplinary measure or administrative measure following a disciplinary process? If the answer if “yes”, please provide details. [ ]  Yes [ ]  No [ ]  N/A Reason: Choose an item. Resolution: Choose an item.Please explain briefly (max 100 words):**For all candidates other than serving UN Staff Members**:Have you been subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer if “yes”, please the provide details and provide information about any sanction or measure taken. [ ]  Yes [ ]  No [ ]  N/AReason: Choose an item. Resolution: Choose an item. Please explain briefly (max 100 words): |
| 26. 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 the UNU Personal History Form may lead to the termination of the appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UNU.**DATE**:       **SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |