



<b>Instructions</b> Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. Please tick appropriate boxes.		  <b>Personal History</b>		<b>IMPORTANT!</b> <b>What post are you applying for?</b>						
1. Family name		First name		Other names		2. Sex		3. Date of birth		
4. Place of birth			5. Nationality at birth			6. Present nationality (ies) if different				
7. Permanent address			8. Present address (if different)			9. Contact telephone no.				
						10. Contact facsimile no.				
						11. Contact e-mail address				
12. Marital status:		13. Have you any persons fully dependent upon you for financial support? Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is "yes", provide the following information about your dependents:								
Name		Date of birth		Relationship		Name		Date of birth		Relationship
14. Entry into United Nations University service might entail assignment and travel to any area of the world in which United Nations University might have responsibilities. Have you any disabilities or other restrictions which might limit your prospective field of work or your ability to engage in travel? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please describe:										
15. Are you currently, or have you previously been, employed by the United Nations or a Common System agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state name of agency and your Index Number (Staff Identity No.):										
16. Do you have a dependent spouse currently employed by the United Nations or a Common System agency? Yes <input type="checkbox"/> No <input type="checkbox"/>										
17. 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		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. List any software applications in which you are proficient:										
19. 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>B. For General Service positions only: list other relevant formal education from age 14 (technical, vocational training, etc)</b>				
Institution name, place and country	Institution type	Years attended		Certificates or diplomas obtained
		from	to	
20. List professional memberships and activities in civic, public or international affairs ( <i>Continue on separate sheet if necessary</i> )				
21. List any significant publications you have written ( <i>Continue on separate sheet if necessary, but do not submit actual publications</i> )				
22. <b>EMPLOYMENT RECORD:</b> Starting with your present employment, list in reverse order every position you have held. Use a separate block for each post. Include service in the armed forces and note any period in 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/Current	
Name of employer:			Type of business:	
Address of employer:			Name of supervisor:	
			No. and type of employees supervised:	Reason for leaving:
Description of your duties and achievements:				
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 type of employees supervised:	Reason for leaving:
Description of your duties and achievements:				

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 type of employees supervised:
Description of your duties and achievements:				
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 type of employees supervised:
Description of your duties and achievements:				
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 type of employees supervised:
Description of your duties and achievements:				

23. Have you any objections to our making inquiries of your present employer? Yes  No

24. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications  
Do not repeat the names of supervisors already listed under the EMPLOYMENT section, above.

Title and full name	Postal address and contact e-mail or facsimile no.	Profession

25. Please provide any other relevant details in support of your application – especially as to how you meet the selection criteria for this particular position.

26. 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", provide a statement as to the full particulars of each case and attach it in a sealed envelope marked "confidential"

27. 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 United Nations University renders a staff member liable to instant termination and 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.

Applications will, as a general rule, be destroyed 6 months after the post you have applied for has been filled. While you may rest assured that your candidature will be carefully considered, receipt of this form will not be acknowledged, and only candidates short-listed for interview will be contacted.

**Please return the completed form to the address quoted in the UNU Vacancy Announcement.  
UNU will not consider applications for other than advertised vacancies.  
Please make sure you have clearly indicated the vacancy number and title of the post for which you are applying at the top right hand corner of the first page.**