


INSTRUCTIONS Please answer each question clearly and completely. <u>Save the file with your name</u> in it and send it to: hmaputo@unicef.org	 UNITED NATIONS PERSONAL HISTORY	Position You are Applying for:																								
1. Family name		First name																								
2. Date of birth		3. Place of birth																								
4. Nationality at birth		5. Present nationality																								
6. Gender	7. Height	8. Weight																								
9. Marital status																										
10. Entry into United Nations service might entail 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? <div style="text-align: center;">YES [] NO [] If "yes", please describe:</div>																										
11. Permanent address		12. Present address																								
		13. Permanent Telephone No.																								
		14. Present Telephone No.																								
		15. Cel Phone No.																								
		16. Email																								
17. Have you any dependants? <div style="text-align: center;">YES [] NO [] If the answer is "yes", give the following information:</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">NAME</th> <th style="width: 10%;">Age</th> <th style="width: 20%;">Relationship</th> <th style="width: 25%;">NAME</th> <th style="width: 10%;">Age</th> <th style="width: 20%;">Relationship</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			NAME	Age	Relationship	NAME	Age	Relationship																		
NAME	Age	Relationship	NAME	Age	Relationship																					
18. Have you taken up legal permanent residence in any country other than that of your nationality? YES [] NO [] If answer is "yes", which country?																										
19. Have you taken any legal steps towards changing your nationality? YES [] NO [] If answer is "yes", explain fully :																										
20. Are any of your relatives employed by a public international organization? YES [] NO [] If answer is "yes", give the following information: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 20%;">Relationship</th> <th style="width: 47%;">Name of international organization</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			NAME	Relationship	Name of international organization																					
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21. What is your preferred field of work?																										
22. Would you accept employment for less than six months? YES [] NO []		23. Have you previously submitted an application for employment with UN? <div style="text-align: center;">YES [] NO []</div> If so, when?																								
24. KNOWLEDGE OF LANGUAGES. What is your mother tongue?																										
OTHER LANGUAGES	READ	WRITE	SPEAK	UNDERSTAND																						

25. 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.*

University or Equivalent or Above

		Years attended			
Institution	Country	From	To	Degrees and academic distinctions	Main course of study

Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)

		Years attended			
Institution	Country	From	To	Degrees and academic distinctions	Main course of study

26. List professional societies and activities in civic, public or international affairs

27. List any significant publications you have written (*Do not attach*)

28. 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.

From	To	Salaries per annum (USD)	Exact title of your post:	
Month/Year	Month/Year			

Name of employer:	Type of business:
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Address of employer:	Name of supervisor:	
	# / kind of employees supervised by you:	Reason for leaving:

DESCRIPTION OF YOUR DUTIES

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MAJOR ACHIEVEMENTS

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Month/Year	Month/Year			

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29. Have you any objections to our making inquiries of you present employer? YES [] NO []			
30. Are you now, or have you ever been, a permanent civil servant in your government's employ? YES [] NO [] If answer is "yes", when?			
31. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisor listed under item 28</i>			
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION	CONTACT INFORMATION
			EMAIL:
			Office Phone No.
			Cell Phone No.
			EMAIL:
			Office Phone No.
			Cell Phone No.
			EMAIL:
			Office Phone No.
			Cell Phone No.
32. State any relevant facts. Include information regarding any residence outside the country of your nationality.			
33. 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)? <div style="text-align: center;">YES [] NO []</div> 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 United Nations renders a staff member of the United Nations liable to termination or Dismissal.			
DATE: _____		SIGNATURE: _____	
Sending this document electronically it is considered as signed at this stage			
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 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.			