

Instructions Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. Please tick appropriate boxes.		Personal History		IMPORTANT! What post are you applying for? Vacancy Number: FORMTEXT Title of Post: FORMTEXT	
1. Family name FORMTEXT	First name Maiden name FORMTEXT FORMTEXT		2. Sex FORMTEXT		3. Date of birth (dd/mm/yyyy) FORMTEXT
4. Place of birth FORMTEXT		5. Nationality at birth FORMTEXT		6. Present nationality (ies) if different FORMTEXT	
7. Permanent address FORMTEXT		8. Present address (if different) FORMTEXT		9. Office telephone no. FORMTEXT	
				10. Office fax no. FORMTEXT	
Telephone no. (FORMTEXT)		Telephone no. (FORMTEXT)		11. Contact e-mail address FORMTEXT	
12. Marital status: FORMTEXT			13. Have you any persons fully dependent upon you for financial support? Yes FORMCHECKBOX No FORMCHECKBOX If the answer is "yes", provide the following information about your dependents:		
Name	Date of birth	Relationship	Name	Date of birth	Relationship
FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT
FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT
FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT
14. Entry into United Nations University (UNU) 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 FORMCHECKBOX No FORMCHECKBOX If "Yes", please describe: FORMTEXT					
15. Are you currently, or have you previously been, employed by the United Nations or a Common System agency? Yes FORMCHECKBOX No FORMCHECKBOX If "yes", please state name of agency and your Index Number (Staff Identity No.): FORMTEXT					
16. Have you taken up legal permanent residence status in any country other than that of your nationality? Yes FORMCHECKBOX No FORMCHECKBOX If "Yes", which country (ies)? FORMTEXT					
17. Have you taken any steps towards changing your present nationality? Yes FORMCHECKBOX No FORMCHECKBOX If "Yes", explain fully: FORMTEXT					

18. Do you have a dependent spouse and/or relatives currently employed by the United Nations or a Common System agency?

Yes FORMCHECKBOX No FORMCHECKBOX If answer is "Yes", give the following information:

Name	Relationship	Name of International Organization
FORMTEXT	FORMTEXT	FORMTEXT
FORMTEXT	FORMTEXT	FORMTEXT
FORMTEXT	FORMTEXT	FORMTEXT

19. Have you previously submitted an application for employment and/or undergone any tests with UNU?

Yes FORMCHECKBOX No FORMCHECKBOX If "Yes", when? FORMTEXT

20. KNOWLEDGE OF LANGUAGES. What is your mother tongue? FORMTEXT

Other languages	Read		Write		Speak		Understand	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily
FORMTEXT	FORMCHECKBOX	FORMCHECKBOX	FORMCHECKBOX	FORMCHECKBOX	FORMCHECKBOX	FORMCHECKBOX	FORMCHECKBOX	FORMCHECKBOX
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21. List any software applications in which you are proficient: FORMTEXT

22. 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	Years attended		Degrees and academic distinctions	Main course of study
(Name, place and country)	from	to		
FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT
FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT

FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT
B. For General Service positions only: <i>list other relevant formal education from age 14 (technical, vocational training, etc)</i>				
Institution name, place and country	Institution type	Years attended	Certificates or diplomas obtained	
		from	to	
FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT
FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT	FORMTEXT
23. List professional memberships and activities in civic, public or international affairs (<i>Continue on separate sheet if necessary</i>) FORMTEXT FORMTEXT FORMTEXT FORMTEXT				
24. List any significant publications you have written (<i>Continue on separate sheet if necessary, but do not submit actual publications</i>) FORMTEXT FORMTEXT FORMTEXT FORMTEXT				
25. EMPLOYMENT RECORD: <u>Starting with your present employment, list in reverse order every position you have held.</u> 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 FORMTEXT	Month/Year FORMTEXT	Starting FORMTEXT	Final FORMTEXT	FORMTEXT
Name of employer: FORMTEXT		Type of business: FORMTEXT		
Address of employer: FORMTEXT		Name of supervisor: FORMTEXT		
FORMTEXT		No. and type of employees supervised: FORMTEXT	Reason for leaving: FORMTEXT	

Description of your duties and achievements: FORMTEXT				
From		To	Salaries per annum	Exact title of your post:
Month/Year FORMTEXT	Month/Year FORMTEXT	Starting FORMTEXT	Final FORMTEXT	FORMTEXT
Name of employer: FORMTEXT			Type of business: FORMTEXT	
Address of employer: FORMTEXT			Name of supervisor: FORMTEXT	
		No. and type of employees supervised: FORMTEXT	Reason for leaving: FORMTEXT	
Description of your duties and achievements: FORMTEXT				
From		To	Salaries per annum	Exact title of your post:
Month/Year FORMTEXT	Month/Year FORMTEXT	Starting FORMTEXT	Final FORMTEXT	FORMTEXT
Name of employer: FORMTEXT			Type of business: FORMTEXT	
Address of employer: FORMTEXT			Name of supervisor: FORMTEXT	
		No. and type of employees supervised: FORMTEXT	Reason for leaving: FORMTEXT	

Description of your duties and achievements: FORMTEXT					
From		To		Salaries per annum	Exact title of your post:
Month/Year FORMTEXT	Month/Year FORMTEXT	Starting FORMTEXT	Final FORMTEXT	FORMTEXT	
Name of employer: FORMTEXT			Type of business: FORMTEXT		
Address of employer: FORMTEXT			Name of supervisor: FORMTEXT		
FORMTEXT		No. and type of employees supervised: FORMTEXT		Reason for leaving: FORMTEXT	
Description of your duties and achievements: FORMTEXT					
<p>26. Have you any objections to our making inquiries of your present employer? Yes FORMCHECKBOX No FORMCHECKBOX</p>					
<p>27. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications</p> <p style="text-align: center;">Do not repeat the names of supervisors already listed under the EMPLOYMENT section, above.</p>					
Title and full name		Postal address and contact e-mail or facsimile no.		Profession	
FORMTEXT		FORMTEXT		FORMTEXT	
FORMTEXT		FORMTEXT		FORMTEXT	
FORMTEXT		FORMTEXT		FORMTEXT	

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

FORMTEXT

29. 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 FORMCHECKBOX No FORMCHECKBOX

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

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

Date:
FORMTEXT

Signature:

(dd/mm/yyyy)

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.**