|  |  |  |
| --- | --- | --- |
| INSTRUCTIONSPlease answer each question clearly and completely. ***Type or print in ink****.* Read carefully and follow all directions. | **U N I T E D  N A T I O N S**P E R S O N A L H I S T O R Y F O R M | *Do not write in this Space* |
| Family name      | First Name      | Other names      | Maiden Name      |
| 2. Date of birth (day, month, year)      | 3. Place of birth      | 4. Nationality at birth      | 5. Present nationality      | 6. Sex[ ]  Female[ ]  Male |
| 7. Height      | 8. Weight      | 9. Marital Status:[ ]  Single [ ]  Married [ ]  Separated [ ]  Widow(er) [ ] Divorced  |
| 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? [ ]  Yes [ ]  No  If ”yes”, please describe.        |
| 11. Permanent address      | 12. Present address      | 13. Permanent telephone no.      Fax no (if any).       |
| 14. Present telephone no.        Fax no.       |
| 15. Have you any dependents? [ ]  Yes [ ]  No If the answer is “Yes”, give the following information:  |
| NAME | Date of Birth | Relationship | NAME | Date of Birth | Relationship |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
| 16. Have you taken up legal permanent resident status in any country other than that of your nationality?  [ ]  Yes [ ]  No If answer is “yes”, which country?       |
| 17. Have you taken any legal steps towards changing your present nationality? [ ]  Yes [ ]  No If answer is “yes”, explain fully:       |
| 18. Are any of your relatives employed by a public international organization? [ ]  Yes [ ]  NoIf answer is “yes”, give the following information: |
| NAME | Relationship | Name of international organization |
|       |       |       |
|       |       |       |
|       |       |       |
| 19. What is your preferred field of work?       |
| 20. Would you accept employment for less than six months? [ ] Yes [ ]  No   | 21. Have you previously submitted an application for employment with UN? [ ]  No [ ]  YesIf yes, state details of response received      |
| 22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?       |
|  | READ | WRITE | SPEAK | UNDERSTAND |
| OTHER LANGUAGES | Easily | Not easily | Easily | Not easily | Fluently | Not fluently | Easily | Not easily |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 23. For clerical grades only*Indicate speed in words per minute*  | *List any office machines or equipment you can use* |
|   TypingShorthand | English | French | Other languages |       |
|  |
|       |       |       |       |
|       |       |       |       |
|  24. 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. Schools or other formal training or education from age 14 (e.g., high school, technical school or apprenticeship) |
| Name, place and country | Type | Years attended | Certificate or diploma obtained |
| From |  To |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| 25. List professional societies and activities in civic, public or international affairs |
|       |
|       |
|       |
|  |
| 26. List any significant publications you have written (do not attach) |
|       |
|       |
|       |
| 27. 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 ($) | Exact title of your post |
|  Month/ Year      | Month/Year      | Starting      | Final      |       |
| Name of employer:       | Type of business:       |
| Address of employer:       | Name of supervisor:       |
|  | Number and kind of employees supervised by you:       | Reason for leaving:      |
| DESCRIPTION OF YOUR DUTIES |
|       |
|       |
| From | To | Salaries per annum ($) | Exact title of your post |
|  Month/ Year      | Month/Year      | Starting      | Final      |       |
| Name of employer:       | Type of business:       |
| Address of employer:       | Name of supervisor:       |
|  | Number and kind of employees supervised by you:       | Reason for leaving:      |
| DESCRIPTION OF YOUR DUTIES |
|       |
|       |
| From | To | Salaries per annum ($) | Exact title of your post |
|  Month/ Year      | Month/Year      | Starting      | Final      |       |
| Name of employer:       | Type of business:       |
| Address of employer:       | Name of supervisor:       |
|  | Number and kind of employees supervised by you:       | Reason for leaving:      |
| DESCRIPTION OF YOUR DUTIES |
|       |
|       |
| From | To | Salaries per annum ($) | Exact title of your post |
|  Month/ Year      | Month/Year      | Starting      | Final      |       |
| Name of employer:       | Type of business:       |
| Address of employer:       | Name of supervisor:       |
|  | Number and kind of employees supervised by you:       | Reason for leaving:      |
| DESCRIPTION OF YOUR DUTIES |
|       |
|       |
| 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:       |
|  | Number and kind of employees supervised by you:       | Reason for leaving:      |
| DESCRIPTION OF YOUR DUTIES |
|       |
|       |
| 28. Have you any objections to our making inquiries of your present employer? [ ]  Yes [ ]  No |
| 29. Are you now, or have you ever been, a permanent civil servant in your government’s employ?[ ]  Yes [ ]  No |
| 30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. *Do not repeat names of supervisors listed under Item 27* |
| FULL NAME | FULL ADDRESS | BUSINESS OR OCCUPATION |
| 1.       |       |       |
| 2.       |       |       |
| 3.       |       |       |
| 31. State any other relevant facts. Include information regarding any residence outside the country of your nationality.      |
| 32. 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”, 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 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, in any event, do not submit original texts of references or testimonials unless they have been obtained for the sole use of the Organization. Applications will not, as a general rule, be valid or be retained for more than two years from date of receipt. |

**This form is used by the Human Resource Management Service of the United Nations Office in Nairobi** (HRMS, UNON) for applications to posts in Nairobi based Organizations, notably the United Nations Centre for Human Settlements, the United Nations Environment Programme (UNEP) and UNON itself. Please return completed form to:

Chief, Classification and Recruitment Section

Human Resource Management Service

United Nations Office at Nairobi, (UNON)

P.O. Box 67578, Nairobi, Kenya

Facsimile (254 2) 62 42 12/62 41 34

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| **THE APPLICATION FORM WILL BE ACKNOWLEDGED ONLY IF YOU ARE CONSIDERED FOR A SPECIFIC/ADVERTISED POST** |