


INSTRUCTIONS Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.		 UNITED NATIONS PERSONAL HISTORY FORM			<i>Do not write in this Space</i>		
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 <input type="checkbox"/> Female <input type="checkbox"/> Male	
7. Height	8. Weight	9. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "yes", which country?							
17. Have you taken any legal steps towards changing your present nationality? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "yes", explain fully:							
18. Are any of your relatives employed by a public international organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			21. Have you previously submitted an application for employment with UN? <input type="checkbox"/> No <input type="checkbox"/> Yes				

				If 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
	<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"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For clerical grades only Indicate speed in words per minute					List any office machines or equipment you can use			
Typing Shorthand	English	French	Other languages					
24. EDUCATION. Give full details - <i>N.B. Please give exact name of institution and titles of degrees in original language. Please do not translate or equate to other degrees.</i>								
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 <i>reverse order</i> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No					
29. Are you now, or have you ever been, a permanent civil servant in your government's employ? <input type="checkbox"/> Yes <input type="checkbox"/> No					
30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under Item 27</i>					
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)? <input type="checkbox"/> Yes <input type="checkbox"/> 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
E-mail: recruitment@unon.org

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