

Personal History Form

follow all directions							ead carefully and		
1. Family name (sur	name)	2. First names				3. Maiden name, if applicable			
4. Date of Birth day month year 5. Place of birth birth			6. Nationalit	ty at	7. List a	8. Gender Male □ Female □			
9. Marital status	Single [☐ Married ☐	Separated	d □ Wi	dow(er)	□ Divorced			
10. Entry into United Nations might have re to engage in air trave No □ Yes □ If "ye	esponsibiliti :l?	es. Have you a					n which the United d of work or your ability		
11. Permanent addre	12. Present address if different from that indicated in box 11.			13. Office Telephone number Home/Mobile; Work;					
Telephone No.		Telephone No.	phone No. 14. Pe			ersonal and/or professional e-mail ess:			
15. Have you any dep	pendents? `	Yes □ No □ if	the answer is	"Yes", give	the follo	wing information:			
Name I	Name Date of birth		n Relationship			Date of birth	Relationship		
16. Have you taken up legal permanent residence status in any country other than that of your nationality? No □ Yes □ if "Yes", which country(ies)?			e status in	17. Have you taken any steps towards changing your present nationality? No □ Yes □ if "Yes", explain fully:					
18. Are any of your facommon system, incl	•	`		-		,	• •		
Name			Relationsh	•	9110 1110		f Organization		
19. Do you have an following information:			members in	UN Women	ı? No □				
	Name	9				Relationship			

20. Would you accept employment for less than six months? Yes □ No □					21. Have you been interviewed for any UN Women positions in the last 12 months? If so, for which post(s)?			
22. Languages - mother tongue 1st Ability to operate in the					anguage(s) in a wor	k envir	onment	
•		Read Write Speak					Understand	
	□ none		□ none		□ none		□ none	
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UN Accounting Ass	sistant Exa	m : No □ Yes □] No □Yes □	if "Yes", da	ate taken			
24. EDUCATION: (Give full de	etails - NB Pleas	se give exact ti	tles of deg	grees in original lang	juage		
			_					
	first). Give				degrees or equivale degrees, diplomas,		ifications obtained lease do not translate or	
equate to other deg	jiees. <i>)</i>	Attended	l From/To	Certif	icates, diplomas		Main course of study	
Name, place and	country	Mo/Year	Mo. /Year	or	degrees and mic distinctions		·······	
			T		obtained			
B. Post-qualification						ı		
Name, place and	country	Тур	oe	Attei Mo/Year	nded From/To Mo. /Year		Certificates or Diplomas obtained	

C. UN Languag	e Proficienc <u>y</u>	Exams (if any)				
D. UN Certifica	tion Programi	mes (if anv)				
		y)				
25. List membe	ership of profe	essional societies	and activ	vities in civic, p	oublic or intern	ational affairs
26. List any sig	nificant publi	cations you have	written (c	lo not attach th	nem) or any sp	ecial recognition
27. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. 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. Provide gross and indicate denomination salary per annum for your last or present post.						
Have you already been issued a UN Index Number? No □ Yes □ If yes, please indicate this number:						
Are you a current or former UNV? Yes □ No □ If yes, please indicate roster number: A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)						
FROM	TO	SALARIES PER	ANNUM			pecified in your Letter of
Month/Year	Month/Year	Starting (gross)	Final (gross)	Appointmen UN Grade o	it/Contract: If your post (if a	oplicable):
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				Part Time:	7 (%)	

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				□ FTA	□ TA	□ SSA	
				□ SC	UNV	☐ Other	
ADDRESS OF E	MPLOYER			NAME OF SUPERV	/ISOR:		
				Email Add. and/or Telephone No. Of Supervisor:			
				Number of Profession Supervised:	onal Staff	Reason for leaving:	
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ADDRESS OF E	MPLOYER			NAME OF SUPERV			
				Email Add. and/or Telephone No. of Supervisor:			
				Number of Professional Staff Reason for leaving			
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ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:			
			Email Add. and/or Telephone No. of Supervisor:				
				Number of Profession	onal Staff	Reason for leaving:	
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	DESCR	RIPTION OF YOU	R DUTIES A	ND RELATED ACCO	OMPLISHMENTS		
28. Have you ar	ny objections to	our making inqui	ries of: (a) yo	our present employer?	? No □ Ye	es 🗆 ;	
(b) previous em	ployers? No		Yes □				
20. Are you now	, or have you o	vor boon, a norm	anont civil co	orvant amplayed in ve	our government?		
No □		lf answer is "yes"		ervant employee in yo	our government?		
140		ii aliswoi is yos	, VVIILIV:				
be contacted for		ons not related to	you who are	familiar with your cha	aracter and qualific	cations and who may	
FL	JLL NAME			ncluding E-MAIL LEPHONE NUMBER		OR OCCUPATION	
31. State any other relevant facts in support of your application. Include information regarding any residence outside the country of your nationality							
32. Have you ever been arrested, indicted or summoned in court as a defendant in a criminal proceeding, or convicted, fined, or imprisoned for violation of any law (excluding minor traffic violations)? No □ Yes □ If "Yes" Please explain:							
No □ Yes □	II 169 F	icase expiaili.					
33. Have you ever been or are you currently the subject of an investigation into allegations of misconduct or wrongdoing, including though not limited to harassment (including sexual harassment), sexual exploitation and abuse, discrimination, fraud and abuse of authority? No Yes If "Yes" Please specify the conduct(s):							
34. Have you ev	er been or are	you currently sub	ject to discip	linary proceedings?			

No □ Yes □	If "Yes" Please explain:						
35. Have you ever been found to have committed misconduct or wrongdoing in the workplace, including though not limited to harassment (including sexual harassment), sexual exploitation and abuse, discrimination, fraud and abuse of authority?							
No □ Yes □	If "Yes" Please explain:						
36. Have you ever been dismissed or separated from service from the UN system?							
No □ Yes □	If "Yes" Please explain:						
37. 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 the UN Women Personal History Form may lead to the termination of the appointment or to dismissal. I understand this also applies to any other information or document requested by the Organization for the purpose of my recruitment to and employment with UN Women.							
DATE:	SIGNATURE:						

Note: You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UN Women.