

INSTRUCTIONS
Please answer each question clearly and completely.
Type or print in ink. Read carefully and follow all direction.

UNITED NATIONS
PERSONAL HISTORY

Do not write in this space

1. Family name		First name		Middle name	Maiden name, if any																																																		
2. Date Yr. Day Mo. Of Birth:		3. Place of Birth	4. Nationality(ies) at birth)		5. Present nationality(ies))	6. Sex Female																																																	
7. Height	8. Weight	9. Marital status: Single Married Separated Widow(er) Divorced																																																					
10. Entry into United Nations service might require 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 (if different)			13. Office Telephone No.																																																		
15. Have you any dependents? YES NO √ If the answer is " yes ", give the following information: <table border="1"><tr><td>Name</td><td>Date of Birth</td><td>Relationship</td><td>NAME</td><td>Date of Birth</td><td>Relationship</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><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								Name	Date of Birth	Relationship	NAME	Date of Birth	Relationship																																										
Name	Date of Birth	Relationship	NAME	Date of Birth	Relationship																																																		
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES NO If answer is "yes", which country?																																																							
17. Have you taken up any legal steps towards changing your present nationality? If answer is "yes", explain fully:				YES		NO																																																	
18. Are any of your relatives employed by a public International organization? If answer is "yes", give the following information:				YES		NO																																																	
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 U.N ? If so when ?																																																				
22. Knowledge of languages. What is your mother tongue ? <table border="1"><thead><tr><th rowspan="2">OTHER LANGUAGES</th><th colspan="2">READ</th><th colspan="2">WRITE</th><th colspan="2">SPEAK</th><th>UNDERSTAND</th></tr><tr><th>Easily</th><th>Not Easily</th><th>Easily</th><th>Not Easily</th><th>Easily</th><th>Not Easily</th><th>Easily</th><th>Not Easily</th></tr></thead><tbody><tr><td></td><td></td><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><td></td><td></td></tr><tr><td></td><td></td><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><td></td><td></td></tr></tbody></table>								OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	Easily	Not Easily																																						
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	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily																																															
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																																																			
				Albanian	Serbian																																																		

24. EDUCATION: Give full details-N.B. *Please give exact titles of degrees in original language.*
Please do not translate or equate to other degrees.

A. UNIVERSITY OR EQUIVALENT

NAME , PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL, TRAINING OR EDUCATION FROM 14
(*e.g. high school, technical school or apprenticeship*)

NAME , PLACE AND COUNTRY	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		Year	Year	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIL, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (PAPERS, BOOKS, ETC.)

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (*Do not attach*)

A diagram consisting of two horizontal black lines. The upper line is intersected by a diagonal line segment. The lower line is intersected by a diagonal line segment that originates from the same point on the upper line as the first. The two line segments meet at a single point on the lower line, creating an angle.

27. EMPLOYED 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 gainfully employed. If you need more space, attach additional Pages of the same size. Give both gross and net salaried per annum for your last or present post.

A. PRESENT POST (LAST POST , IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO PRESENT	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH / YEAR	MONTH / YEAR	STARTING	FINAL	

NAME OF EMPLOYER: **UNMIK** TYPE OF BUSINESS:

ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:
	NO. AND KIND EMPLOYEES SUPERVISED BY YOU: NONE

DESCRIPTION OF YOUR DUTIES

B. PREVIOUS POSTS (IN REVERSE ORDER)

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:	
				NO, AND KIND OF EMPLOYEES SUPERVISED BY YOU: NONE	REASON FOR LEAVING: WAR
DESCRIPTION OF YOUR DUTIES					
<hr/> <hr/> <hr/> <hr/>					
FROM:	TO:	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR	STARTINIG	FINAL		
NAME OF EMPLOYER				NAME OF SUPERVISOR :	
ADDRESS OF EMPLOYER:				NO, AND KIND OF EMPLOYEES SUPERVISED BY YOU	REASON FOR LEAVING: -
DESCRIPTION OF YOUR DUTIES					
<hr/> <hr/> <hr/> <hr/>					
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:	
				NO, AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
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28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER?

29. ARE YOU NOW, OR HAVE YOU EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY?
If answer is "yes", WHEN?

30. REFERENCES: List three persons non related to you, who are familiar with your character and qualifications.

Do not repeat names of supervisors listed under item 27

FULL	FULL ADDRESS	BUSINESS OR OCCUPATION

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 (exclude minor traffic violations)?
If "yes", give full particulars of each case in an attached statement. YES NO

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 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.