

**INSTRUCTIONS**

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

**UNITED NATIONS DEVELOPMENT PROGRAMME**

**PERSONAL HISTORY FORM**  
*(For Service Contracts and Special Services Agreements)*



|   |           |   |  |                     |  |   |               |              |
|---|-----------|---|--|---------------------|--|---|---------------|--------------|
| 1. Family Name  |           | First Name  | Middle name  | Maiden name, if any |  |   |               |              |
| 2. Date of Birth  | Da        | Mo  | Yr   | 3. Place of Birth   | 4. Nationality (ies) at birth                            | 5. Present nationality (ies)                                    | 6. Sexe       |              |
| 7. Height   | 8. Weight | 9. Marital status<br>Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/> |  |                     |  |   |               |              |
| 10. Permanent address<br><br>Telephone No.<br>Fax No.   |           |   | 11. Present Address (if different)<br><br>Telephone No.<br>Fax No. |                     |  | 12. Office Telephone No.<br>Office Fax No.<br>Office E-mail No. |               |              |
| 13. Do you have a spouse and/or children? YES <input type="checkbox"/> NO <input type="checkbox"/> if the answer is "yes", give the following information:  |           |   |  |                     |  |   |               |              |
| NAME  |           | Date of birth   | Relationship   |                     | NAME   |   | Date of birth | Relationship |
|   |           |   |  |                     |  |   |               |              |
|   |           |   |  |                     |  |   |               |              |
|   |           |   |  |                     |  |   |               |              |
| 14. Have you taken up any legal permanent status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/><br>If the answer is "yes", which country? |           |   |  |                     |  |   |               |              |
| 15. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/><br>If answer is "yes", explain fully:                            |           |   |  |                     |  |   |               |              |
| 16. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/><br>If the answer is "yes", give the following information:      |           |   |  |                     |  |   |               |              |
| NAME  |           |   | Relationship   |                     |  | Name of International Organization                              |               |              |
|   |           |   |  |                     |  |   |               |              |
|   |           |   |  |                     |  |   |               |              |
| 17. What is your preferred field of work?   |           |   |  |                     |  |   |               |              |
| 18. KNOWLEDGE OF LANGUAGES. What is your mother tongue?   |           |   |  |                     |  |   |               |              |
| OTHER LANGUAGES   | READ      |   | WRITE  |                     | SPEAK  |   | UNDERSTAND    |              |
|   | Easily    | Not Easily  | Easily   | Not Easily          | Fluently   | Not Fluently  | Easily        | Not Easily   |
|   |           |   |  |                     |  |   |               |              |
|   |           |   |  |                     |  |   |               |              |
| 19. For clerical grades only<br><i>Indicate speed in words per minute</i>   |           |   |  |                     | <i>List any office machines or equipment you can use</i> |   |               |              |
| Typing<br>Shorthand   | English   | French  | Other languages  |                     |  |   |               |              |
|   |           |   |  |                     |  |   |               |              |
|   |           |   |  |                     |  |   |               |              |

20. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree in original language.

A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.

| NAME, PLACE AND COUNTRY | ATTENDED FROM/TO |          | DEGREES and ACADEMIC<br>DISTINCTIONS OBTAINED | MAIN COURSE<br>OF STUDY |
|-------------------------|------------------|----------|---|-------------------------|
|                         | Mo./Year         | Mo./Year |   |                         |
|                         |                  |          |   |                         |
|                         |                  |          |   |                         |
|                         |                  |          |   |                         |

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

| NAME, PLACE AND COUNTRY | TYPE | ATTENDED FROM/TO |          | CERTIFICATES OR<br>DIPLOMAS OBTAINED |
|-------------------------|------|------------------|----------|--------------------------------------|
|                         |      | Mo./Year         | Mo./Year |                                      |
|                         |      |                  |          |                                      |
|                         |      |                  |          |                                      |
|                         |      |                  |          |                                      |

21. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

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

23. EMPLOYMENT RECORD: Starting with your present function, list in reverse order every employment you have had. Use a separate block for each FUNCTION. 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. Give both gross and net salaries per annum for your last and present FUNCTION.

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

| FROM<br>MONTH/YEAR   | TO<br>MONTH/YEAR | SALARY PER ANNUM |       | EXACT TITLE OF YOUR FUNCTION:                  |
|----------------------|------------------|------------------|-------|--|
|                      |                  | STARTING         | FINAL |  |
| NAME OF EMPLOYER:    |                  |                  |       | TYPE OF BUSINESS:                              |
| ADDRESS OF EMPLOYER: |                  |                  |       | NAME OF SUPERVISOR:                            |
|                      |                  |                  |       | NO AND KIND OF EMPLOYEES<br>SUPERVISED BY YOU: |
|                      |                  |                  |       | REASON FOR LEAVING:                            |

DESCRIPTION OF YOUR DUTIES

|  |
|--|
|  |
|--|

B. PREVIOUS FUNCTION (IN REVERSE ORDER)

|                            |            |          |       |                  |  |   |                     |
|----------------------------|------------|----------|-------|------------------|--|---|---------------------|
| FROM                       |            | TO       |       | SALARY PER ANNUM |  | EXACT TITLE OF YOUR FUNCTION:               |                     |
| 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 |            |          |       |                  |  |   |                     |
|                            |            |          |       |                  |  |   |                     |
| FROM                       |            | TO       |       | SALARY PER ANNUM |  | EXACT TITLE OF YOUR FUNCTION:               |                     |
| 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 |            |          |       |                  |  |   |                     |
|                            |            |          |       |                  |  |   |                     |
| FROM                       |            | TO       |       | SALARY PER ANNUM |  | EXACT TITLE OF YOUR FUNCTION:               |                     |
| 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 |            |          |       |                  |  |   |                     |
|                            |            |          |       |                  |  |   |                     |
| FROM                       |            | TO       |       | SALARY PER ANNUM |  | EXACT TITLE OF YOUR FUNCTION:               |                     |
| 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 |            |          |       |                  |  |   |                     |
|                            |            |          |       |                  |  |   |                     |

|                            |            |          |       |   |  |                               |  |
|----------------------------|------------|----------|-------|---|--|-------------------------------|--|
| FROM                       |            | TO       |       | SALARY PER ANNUM                            |  | EXACT TITLE OF YOUR FUNCTION: |  |
| 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 |            |          |       |   |  |                               |  |
|                            |            |          |       |   |  |                               |  |
| FROM                       |            | TO       |       | SALARY PER ANNUM                            |  | EXACT TITLE OF YOUR FUNCTION: |  |
| 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 |            |          |       |   |  |                               |  |
|                            |            |          |       |   |  |                               |  |
| FROM                       |            | TO       |       | SALARY PER ANNUM                            |  | EXACT TITLE OF YOUR FUNCTION: |  |
| 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 |            |          |       |   |  |                               |  |
|                            |            |          |       |   |  |                               |  |
| FROM                       |            | TO       |       | SALARY PER ANNUM                            |  | EXACT TITLE OF YOUR FUNCTION: |  |
| 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 |            |          |       |   |  |                               |  |
|                            |            |          |       |   |  |                               |  |

| 24. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>   |              |                        |
|---|--------------|------------------------|
| 25. ARE YOU NOW, OR HAVE YOU EVER BEEN A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/><br>If answer if "yes", WHEN?   |              |                        |
| 26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.<br><i>Do not repeat names of supervisors listed in item 24.</i>  |              |                        |
| FULL NAME   | FULL ADDRESS | BUSINESS OR OCCUPATION |
|   |              |                        |
|   |              |                        |
|   |              |                        |
| 27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.   |              |                        |
| 28. HAVE YOU 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 <input type="checkbox"/> NO <input type="checkbox"/><br>If "yes", give full particulars of each case in an attached statement.   |              |                        |
| 29. 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 may result in the termination of the service contract or special services agreement without notice. |              |                        |
| DATE: _____ SIGNATURE: _____  |              |                        |
| NB. You will be requested to supply documentary evidence which support 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 original texts of references or testimonials unless they have been obtained for the sole use of UNDP.   |              |                        |