

**INSTRUCTIONS**

Please answer each question clearly and completely. Read carefully and follow all directions.



**UNITED NATIONS  
UNRWA  
PERSONAL HISTORY FORM**

Do not write in this space

1. Family name	First name	Fathers name	Maiden name, if any
2. Date of birth	3. Place of birth	4. Nationality(ies) at birth	5. Present Nationality(ies)
			6. Gender Female <input type="checkbox"/> Male <input type="checkbox"/>

7. Marital status:  
 Single  Married  Separated  Widow(er)  Divorced

8. Entry into United Nations service might require assignment to any area of the world in which the U.N. might have responsibilities.  
 (a) Are there any limitations on your ability to perform in your prospective field of work? Yes  No   
 (b) Are there any limitations on your ability to engage in all travel? Yes  No

9. (a) Passport/Identity Card No. (b) UNRWA Registration Card No.

10. Permanent address	11. Present address	12. Office telephone no.	Email:
Telephone no.	Telephone no.	13. Fax no. if available	

14. Have you any dependents? Yes  No  If the answer is "yes", give the following information:

Name	Age	Relationship	Name	Age	Relationship

15. 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?

16. Have you taken any legal steps towards changing your present nationality? Yes  No   
 If the answer is "yes", explain fully.

17. Are any of your relatives employed by a public international organization? Yes  No   
 If the answer is "yes", give the following information:

Name	Relationship	Name of international organization

18. What is your preferred field of work?

19. Would you accept employment for less than six months? Yes  No   
 20. Have you previously submitted an application for employment with the U.N.? Yes  No   
 If the answer is "yes", when?

21. 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
	<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"/>

22. For clerical posts only: Indicate speed in words per minute

Typing	English	French	Arabic	Other Languages	List any office machines, equipment or software you can use

## 23. 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, 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 age 14 (e.g., high school, technical school or apprenticeship)

Name, place, country	Type	Attended from/to		Certificates or diplomas obtained
		Month/Year	Month/Year	

## 24. List professional societies and activities in civic, public or international affairs

## 25. List any significant publications you have written (do not attach)

26. EMPLOYMENT RECORD: Start with present post and 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. Give both gross and net salaries per annum for your last or present post.

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

From	To	Salaries per annum		Exact title of your post
		Starting	Final	
Month/Year	Month/Year			
Name of employer				Type of business
Address of employer				Name of supervisor
				Number and kind of employees supervised by you
Phone:		Email:		

Descriptions of your duties

B. PREVIOUS POSTS (IN REVERSE ORDER)				
From	To	Salaries per annum		Exact title of 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
Phone:		Email:		
Descriptions 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
Phone:		Email:		
Description of your duties				
From	To	Salaries per annum		Exact title of 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
Phone:		Email:		
Description of your duties				

PREVIOUS POSTS (IN REVERSE ORDER) - CONTINUED				
From	To	Salaries per annum		Exact title of 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
Phone:		Email:		
Description of your duties				
27. Have you any objections to our making inquiries with your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>				
28. Are you now, or have you ever been, a civil servant in your government's employ? Yes <input type="checkbox"/> No <input type="checkbox"/>				
29. 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 26.				
Full name	Contact details			Business or occupation
	Address:			
	Phone:	Email:		
	Address:			
	Phone:	Email:		
	Address:			
	Phone:	Email:		
30. State any other relevant facts including additional employment or information regarding any residence outside the country of your nationality.				
31. 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 (exceeding minor traffic violations)? Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is "yes", give full particulars of each case in an attached statement.				
32. Other Agencies of the United Nations system may be interested in our applicants. Do you have any objection to your Personal History Form being made available to them? Yes <input type="checkbox"/> No <input type="checkbox"/>				
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 or reference or testimonials unless they have been obtained for the sole use of the Organization.				