

Personal History Form

INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.

	,		,	pugoo			
1. Family name (su	urname)	2.	First names			3. Maiden na	ame, if applicable
4. Date of birth	5.	Place of birth	6. Nationali			all your current	8. Gender
day month yea	ar		birth	I	nationa	llity(ies)	Male 🗌 Female 🗌
9. Marital status	Single				dow(er)		_
10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations has responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel?							
No 🗌 Yes 📗 If							
11. Permanent add	dress	12. Present a that indicated		rent from		office telephone n Mobile;	umber
Telephone No.		Telephone No			14. Pe	•	ofessional e-mail
15. Have you any d	ependents?	Yes No No	If the answer i	s "Yes", give	e the fol	lowing information	:
Name	Date of bi	rth Relati	onship	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)?				17. Have you taken any steps towards changing your present nationality?No ☐ Yes ☐If "Yes", explain fully:			
18. Are any of your Common System, in			artner, father/m	nother, brother	er/sister	r, son/daughter) er	nployed in the UN
Name		100	Relationsh	give the following information: hip Name of Organization &			zation & Duty Station
19. Do you have a following informatio		extended) family	members em	ployed by l	JNDP?	No 🗌 Yes 📗 If	"Yes", give the
Na	me		Relatio	nship		Name of U	nit & Duty Station
20. Would you accept employment for less than six months? Yes \[\] No \[\]						en interviewed for s? If so, for which	any UNDP positions in post(s)?

22. Languages – indicate mother		Ab	oility to opera	ate in the listed l	anguage	e(s) in a work envir	ronme	ent
tongue 1 st								
		Read		Write		Speak		Understand
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	none		none	-	nor		_ =	none
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	worki	ng knowledge		king knowledge icient		rking knowledge oficient		working knowledge oroficient
	none		none		nor			none
	limite		☐ limit		_	ited		imited
		ng knowledg		king knowledge		rking knowledge		working knowledge
	profic		none	icient	nor	oficient ne		oroficient none
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		ng knowledg		king knowledge		rking knowledge		working knowledge
	profic			icient	☐ pro	oficient		oroficient none
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		a ng knowledg		eu king knowledge		rking knowledge		working knowledge
	profic			icient		oficient		oroficient
23. For General Se ASAT – Administra UNDP Finance Ass	tive Suppo	ort Assessme	ent Test (for	merly known as o		_		es", date taken:
24. EDUCATION: 0 Degrees claimed in the application.				•			comp	leted at the time of
UNDP only recogni approved by compe degrees awarded fo "life/work experience whether they are as	etent author or paymer ce" will nor	orities at the to tof fees only mally not be	time that the	ey were obtained es granting subs Incomplete deg	. Degree tantial c rees are	es requiring little of credits for "lifetime	r no a achie	actual course work, evements" or
A. List all education obtained (highest le (Please do not tran	evel educa	ition first). Giv dicate equiva	ve the exact llent degree	name of the inss).	titution a	and the title of deg	rees,	·
Name, place and	country	Attended Mo/Year I	d from/to Mo. /Year	Degrees / D obtain		Main course study	e of	In person or online/remote?

B. Post-qualification training			ivities	ad fram/ta	Cort	lificatoo or	In norson or
Name, place and country	ту Туре		Attended from/t Mo/Year Mo. /Ye				In person or online/remote
C. UN Language Proficiency	y Exams (if a	any)		1			
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_							
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_							
. UNDP Certification Progr	ammes (if a	ny)	1				
5. List membership of prof	essional so	cieties and	activities in civ	/ic, public c	r intern	ational affai	rs
6. List any significant publ	ications you	ı have writt	en (do not atta	ch them) or	any sp	ecial recogn	itions you have
eceived							

						ent you have had. Use
				armed forces and no al pages of the same		ing which you were not
		r last or present po		ar pages or the same	Size. I Tovide gro	oo oalary per amilam
Are you a curre	nt or former UN	V? Yes ☐ No ☐	If "Yes", ple	ease indicate roster n	umber:	
A. PRESENTI	POST (Last po	st, if not present		a) FUNCTIONAL TITL	E: As appoified in	your Latter of
Month/Year	Month/Year	Starting (gross)	Final	Appointment/Contra	·	your Letter or
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				Type of contract.		
				☐ 100 Series	200 series	ALD/300 series
				Permanent	Indefinite	☐ Continuing☐ SSA / IC
					│	Other
ADDRESS OF I	EMPLOYER			NAME OF SUPER\		
				E-mail Address and	Telephone No. o	f Supervisor:
				Do/did you supervis		- d.
				Number of profession Number of supports		ea:
				Number of support	stan supervised.	
Description of y	our duties and r	related accomplish	nments:			
Reason for leav	ing:					
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FROM Month/Year	TO Month/Year	SALARIES PER		FUNCTIONAL TITL	·	your Letter of
Month/Year	Month/Year		Final (gross)	Appointment/Contra	act:	
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				Part Time: [(%)	
				Type of contract:		
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				Permanent	Indefinite	Continuing
				☐ FTA	☐ TA	SSA / IC
ADDRESS OF I	EMDLOVED			SC NAME OF SUPER	UNV	Other
ADDRESS OF I	EMPLOYER					2. mandaan
				Email Add. and/or T	elephone No. of S	Supervisor:

				Number of support staff supervised: Number of support staff supervised:				
Description of	your duties and r	elated accomplish	ments:					
Reason for lea	ving:							
FROM Month/Year	TO Month/Year	SALARIES PER	ANNUM	FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract:				
			(gross)	UN Grade of your post (if applicable):				
				(do not indicate equivalency) Last UN step in your post (if applicable):				
NAME OF EM	<u> </u> PLOYER			TYPE OF BUSINESS:				
				EMPLOYMENT TYPE: Full time: Part Time: (%) Type of contract:				
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ADDRESS OF	EMPLOYER			NAME OF SUPERVISOR: Email Add. and/or Telephone No. of Supervisor:				
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:				
Description of	your duties and r	elated accomplish	ments:					
Reason for lea	ving:							
FROM	TO	SALARIES PER		FUNCTIONAL TITLE: As specified in your Letter of				
Month/Year	Month/Year		Final (gross)	Appointment/Contract:				
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				EMPLOYMENT TYPE: Full time: Part Time: (%)				
				Type of contract:				
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ADDRESS OF	EMPLOYER			NAME OF SUPERVISOR: Email Add. and/or Telephone No. of Supervisor:				
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:				

Description of y	our duties and	related accomplish	iments:			
Reason for leav	ving:					
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Reason for leav	ving:					

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ADDRESS OF EMPLOYER					NAME OF SUPERVISOR: Email Add. and/or Telephone No. of Supervisor:				
					Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:				
Description of	your duties and	related ac	complishr	nents:					
Reason for lea	ving:								
FROM	TO		IES PER		FUNCTIONAL TITL	E: As specified in	your Letter of		
Month/Year	Month/Year	Starting (gross)		Final (gross)	Appointment/Contra UN Grade of your p (do not indicate equ Last UN step in you	ost (if applicable): ivalency)	e):		
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ADDRESS OF	EMPLOYER				NAME OF SUPERV Email Add. and/or T		upervisor:		
					Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:				
Description of	your duties and	related ac	complishr	nents:					
Reason for lea	ving:								
(a) your prese (b) your previo	ous employers?	No [] Y	es 🗌					
30. Are you no No □	w, or have you e Yes	ever been	a nationa	al civil serva	ant in your governme	nt?			
	te dates of servi			unctions:		Country:			
31. References be contacted for		ons not re	lated to yo	ou who are	familiar with your cha	aracter and qualific	ations and who may		
					vithout obtaining prior	consent. However	, please note that		
	ek references fro Full Name	om your fo	Full Add	ress, includ	ling E-Mail Address	Business	s or Occupation		
			and Tele	phone Nur	nber				

32. State any other relevant facts in support of your application. Include information regarding any periods of residence outside the country of your nationality							
33. Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)? No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement							
34. Have you ever had disciplinary measures imposed on you, including dismissal or separation from service, on the grounds of misconduct? No ☐ Yes ☐ If "Yes", give full particulars of each case in an attached statement.							
35. Have you ever been separated from service on the grounds of unsatisfactory performance?							
No Yes If "Yes", give full particulars of each case in an attached statement.							
36. I certify that the information I have provided in the present document is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or material omission made in this document may lead to the termination of my 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 UNDP.							
In connection with this application, I authorize former employers and educational institutions to release information about my background to UNDP or its agent. My signature below releases the aforesaid parties providing information about me from any liability whatsoever in collecting and disseminating the information obtained.							
DATE: SIGNATURE:							
Note:							
Applications for employment at UNDP must include a completed and signed Personal History form (P.11). By submitting a Personal History form, the applicant authorizes UNDP or its agent to verify and validate all information provided in the P.11. The signed P.11 form serves to release any party cited in the form from any liability whatsoever for releasing information to UNDP or its agent.							

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 UNDP.