UNITED NATIONS	DEVELOPN	IENT PROGRAI	MME					
		Pe	rsonal His	story Fo	orm		U N D P	
INSTRUCTIONS: P follow all direction							ead carefully and	
1. Family name (surname) 2. First names 3. Maiden name, if applicable							ame, if applicable	
4. Date of Birth day month yea		Place of birth 6. Nationality at birth			7. List a nationa	ll your current lity(ies)	8. Gender Male 🗌 Female 🗌	
your ability to engag	responsibilit je in air trave	ervice might requ ies. Have you a el?	ire assignmen	t and travel		rea of the world in	ed 🗌	
No Yes If "yes" please describe: 11. Permanent address 12. Present address if di that indicated in box 11. Telephone No. Telephone No.			n box 11.	Home/Mobile; Work; 14. Personal and/or professional e-mail				
15. Have you any de	ependents?	Yes 🗌 No 🗌 i	f the answer is	s "Yes", giv	e the foll		1:	
Name	Date of birt	h Relatio	onship	ip Name		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)?			ce status in	17. Have you taken any steps towards changing your present nationality? No ☐ Yes ☐ if "Yes", explain fully:				
		tner, father,/mother, brother/siste if answer is "yes", give the foll Relationship						
19. Do you have a	ny other (ex	ttended) family	members in l	JNDP? No	☐ Yes [if_answer is "\	/es", give the following	
information:	Nam					Relationship		

20. Would you acce Yes No	ept employment for less than six months?				21. Have you been interviewed for any UNDP positions in the last 12 months? If so, for which post(s)?				
22. Languages - mother tongue 1 st		Ability to operate in the listed language(s) in a work environment						nent	
1		Read	Write		Speak			Understand	
	profic	ng knowledge ient	Inone Iimited working know proficient none limited limited working know			none limited working knowle proficient none limited working knowle			none limited working knowledge proficient none limited working knowledge
	profic none limite worki profic none	d ng knowledge	proficient none limited working know proficient none	wledge] proficient] none] limited] working knowle] proficient] none	edge		proficient none limited working knowledge proficient none
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	☐ none ☐ limited ☐ working knowledge ☐ proficient		Imited working knowledge proficient		 imited working knowledge proficient 		-		none limited working knowledge proficient
23. For support General Service level posts only, indicate if y ASAT – Administrative Support Assessment Test (formerly k						Ū		if "Y	∕es", date taken
UN Accounting Assistant Exam : No 🗌 Yes 🗌 No 🗍 Yes 📄 if "Yes", date taken									
24. EDUCATION: Give full details - NB Please give exact titles of degrees in original language									
A. List all institutions of learning attended since age 14 and diplomas/degrees or equivalent qualifications obtained (highest education first). Give the exact name of institution and title of degrees, diplomas, etc. (Please do not translate or equate to other degrees.)									
Name, place and	Name, place and country		l From/To Mo. /Year	Certificates, diplomas or degrees and academic distinctions obtained		Main course of study		n course of study	

B. Post-qualification training Name, place and country	Туре			d From/T	o	Certificates or
			Mo/Year	Mo. /Y	ear Di	plomas obtained
C. UN Language Proficiency	(Exame (if any)					
. ON Language Proficiency	/ Exams (ii arry)					
	<i></i>					
D. UNDP Certification Progr	ammes (if any)					
25. List membership of prof	essional societies	and activi	ties in civic,	public o	r international a	ffairs
26. List any significant publ	ications you have	written (de	o not attach	them) or	any special rec	ognition
27. EMPLOYMENT RECORD	: Starting with your	present po	st. list in reve	erse order	every employme	ent vou have had. Us
a separate block for each emp						
vere not gainfully employed.				ages of th	ne same size. Pr	rovide gross and
ndicate denomination salar	y per annum for you	ur last or pr	esent post.			
lave you already been issued	d a UN Index Numb	er? No □ `	Yes 🗌 If ves	s, please i	ndicate this num	ber:
Are you a current or former U				•		
A. PRESENT POST (LAST						
FROM TO	SALARIES PER				E: As specified in	your Letter of
Month/Year Month/Year	Starting (gross)	Final	Appointme	ent/Contra	ct:	
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					post (if applicab	le):
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			EMPLOYN		PE:	
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			Part Time:		%)	1
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			│ □ FTA │ □ SC		□ TA □ UNV	SSA Other

ADDRESS OF E	MPLOYER			NAME OF SUPERVISOR:				
				Email Add. and/or Telephone No. Of Supervisor:				
	25005			Number of Professional StaffReason forSupervised:leaving:Number of Support StaffSupervised:				
	DESCR	IPTION OF YOU	R DUTIES A	ND RELATED ACCO	OMPLISHMENTS			
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B. PREVIOUS FROM	TO	SALARIES PER		RECENT POSTS FI		vour Letter of		
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ADDRESS OF EMPLOYER				NAME OF SUPER		Supervisor:		
				Number of Professi Supervised: Number of Support Supervised:		Reason for leaving:		
	DESCRI	PTION OF YOU	R DUTIES A	ND RELATED ACCO	OMPLISHMENTS	-		
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				Last UN step in your post (if applicable):				
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				EMPLOYMENT TY Full time:				
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ADDRESS OF EMPLOYER			NAME OF SUPERVISOR:					
				Email Add. and/or Telephone No. of Supervisor:				
				Number of Professional Staff Reason for				
				Supervised: leaving:				
				Number of Support Staff Supervised:				
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				Supervised: leaving: Number of Support Staff				
				Supervised:				
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				Email Add. and/or Telephone No. of Supervisor:				

				Number of Professional StaffReason forSupervised:leaving:Number of Support StaffSupervised:				
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ADDRESS OF EMPLOYER			NAME OF SUPERVISOR: Email Add. and/or Telephone No. of Supervisor:					
				Number of Professional StaffReason forSupervised:leaving:Number of Support Staffsupervised:				
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			EMPLOYMENT TYPE: Full time: Part Time: (%)					
			Type of contract:					
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				Number of Professional StaffReason forSupervised:leaving:Number of Support StaffSupervised:				
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			Number of Profession	onal Staff	Reason for			
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				Supervised:				
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				Email Add. and/or Telephone No. of Supervisor:				
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	Supervised:	- <i></i>	leaving:		
	Number of Support	Staff			
DESCRIPTION OF YOUR DUTIES A	Supervised:				
Deschi non of Took Dones A	ND RELATED ACCO				
28. Have you any objections to our making inquiries of: (a) yo	our present employer?	No□ Y	es 🔲 🗧		
(b) previous employers? No 🗌 Yes 🗌	,	_	_ /		
29. Are you now, or have you ever been, a permanent civil se No Yes If answer is "yes", WHEN?	ervant employee in yo	ur government?			
30. References: list three persons not related to you who are	familiar with your cha	aracter and qualif	ications and who may		
be contacted for a reference. (Please do not repeat names er	ntered as current or fo	ormer supervisor)			
FULL NAME FULL ADDRESS, ii	actuding E-MAII	BUSINESS	OR OCCUPATION		
	_EPHONE NUMBER				
31. State any other relevant facts in support of your application	on. Include information	n regarding any r	esidence outside the		
country of your nationality					
32. Have you ever been convicted, fined, or imprisoned for th	e violation of any law	(excluding minor	traffic violations)?		
No Yes I If "Yes" give full particulars of each ca					
33. Have you ever been imposed disciplinary measures, inclu	idina dismissal or ser	aration from serv	vice on the arounds of		
misconduct?	iung disinissal of sep		ice, on the grounds of		
No Yes I If "Yes" give full particulars of each ca	se in an attached stat	tement			
34. Have you ever been separated from service on the groun	d of unsatisfactory ne	orformance?			
	a or anoalioraciony pe				
No Yes If "Yes" give full particulars of each case in an attached statement					
No 📋 Yes 🛄 If "Yes" give full particulars of each ca	se in an attached stat	tement			
NoYes If "Yes" give full particulars of each ca	se in an attached stat	tement			
			and correct to the		
35. I certify that the statements made by me in answer to the	foregoing questions a	are true, complete			
35. I certify that the statements made by me in answer to the best of my knowledge and belief. I understand that any misre Personal History Form may lead to the termination of the app	foregoing questions a presentation or mater ointment or to dismise	are true, complete ial omission mad sal. I understand	e on the UNDP this also applies to any		
35. I certify that the statements made by me in answer to the best of my knowledge and belief. I understand that any misre Personal History Form may lead to the termination of the app other information or document requested by the Organization	foregoing questions a presentation or mater ointment or to dismise	are true, complete ial omission mad sal. I understand	e on the UNDP this also applies to any		
35. I certify that the statements made by me in answer to the best of my knowledge and belief. I understand that any misre Personal History Form may lead to the termination of the app	foregoing questions a presentation or mater ointment or to dismise	are true, complete ial omission mad sal. I understand	e on the UNDP this also applies to any		

<u>Note</u>: 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.