


<p style="text-align: center;">INSTRUCTIONS</p> <p>Please answer each question clearly and completely. <i>Type or print in ink.</i> Read carefully and follow all directions</p>	 <p style="margin: 0;">United Nations Convention to Combat Desertification</p> <p style="margin: 10px 0 0 0;">PERSONAL HISTORY</p>	<p><i>Do not Write in this Space</i></p>																																
<p>1. Family Name First name Other names Maiden name, if any</p>																																		
2. Date of Birth	3. Age	4. Place of birth	5. Nationality at birth	6. Present Nationality																														
7. Sex	8. UN index number	<p>9. Marital Status</p> <p>Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/></p>																																
<p>10. Entry into United Nations service might entail assignment and travel to any area of the world in which the United Nations might have responsibilities. Do you have any disabilities, which might limit your prospective field of work or your ability to engage in air travel?</p> <p style="text-align: center;">NO <input type="checkbox"/> YES <input type="checkbox"/> If "yes", please describe.</p>																																		
11. Permanent address		12. Present address		13.a. Permanent telephone no.																														
				13.b. Present telephone no.																														
				14. Email address																														
<p>15. Do you have any dependants? NO <input type="checkbox"/> YES <input type="checkbox"/> If the answer is "yes", give the following information:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:25%;">NAME</th> <th style="width:10%;">Age</th> <th style="width:20%;">Relationship</th> <th style="width:25%;">NAME</th> <th style="width:10%;">Age</th> <th style="width:20%;">Relationship</th> </tr> </thead> <tbody> <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> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					NAME	Age	Relationship	NAME	Age	Relationship																								
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<p>16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If answer is "yes" which country?</p>																																		
<p>17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If answer is "yes", explain fully:</p>																																		
<p>18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If answer is "yes", give the following information:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:35%;">NAME</th> <th style="width:20%;">Relationship</th> <th style="width:45%;">Name of international organization</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>					NAME	Relationship	Name of international organization																											
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19. What is your preferred field of work?																																		
<p>20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>21. Have you previously submitted an application for employment and/or undergone any test with the U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, what and when?</p>																																		
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?																																		
OTHER LANGUAGES	READING PROFICIENCY	WRITING PROFICIENCY	SPEAKING PROFICIENCY	UNDERSTANDING PROFICIENCY	LPE	HOW ACQUIRED																												
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23. For clerical grades only					<i>List any office machines, equipment and computer programmes you can use</i>																													
<p><i>Indicate speed in words per minute</i></p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2" style="width:20%;">Typing</th> <th style="width:10%;">English</th> <th style="width:10%;">French</th> <th colspan="2" style="width:20%;">Other languages</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <th rowspan="2" style="width:20%;">Shorthand</th> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Typing	English	French	Other languages						Shorthand														<table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						
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Shorthand																																		

Please return completed form to the UNCCD secretariat or to e-mail: staffing@unccd.int

24. EDUCATION. Give full details – N.B. <i>Please give exact name of institution and titles of degrees in original language. Please do not translate or equate to other degrees.</i>				
A. University or equivalent				
Name, place and country	Years attended		Degrees and academic distinctions	Main course of study
	From	To		
B. Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)				
Name, place and country	Type	Years attended		Certificates or diplomas obtained
		From	To	
25. List professional societies and activities in civic, public or international affairs				
26. List any significant publications you have written (<i>Do not attach</i>)				
27. EMPLOYMENT RECORD: Starting with your present post, list <i>in reverse order</i> 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.				
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:		Hours worked per week		Name of supervisor:
		Full Time <input type="checkbox"/> Part time <input type="checkbox"/>		
		Internship		Number and kind of employees supervised by you:
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Reason for leaving:		
DESCRIPTION OF DUTIES				
KEY ACHIEVEMENTS				

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:		Hours worked per week Full Time <input type="checkbox"/> Part time <input type="checkbox"/>		Name of supervisor:
		Internship Yes <input type="checkbox"/> No <input type="checkbox"/>		Number and kind of employees supervised by you:
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		Internship Yes <input type="checkbox"/> No <input type="checkbox"/>		Number and kind of employees supervised by you:
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KEY ACHIEVEMENTS				

28. Do you have any objections to our making inquiries of your present employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
29. Are you now, or have you ever been, a permanent civil servant in your government's employ? If answer is "yes", when?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under Item 27</i>		
FULL NAME	CONTACT DETAILS	BUSINESS OR OCCUPATION
1.		
2.		
3.		
31. State any other relevant facts. Include information regarding any residence outside the country of your nationality.		
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 (excluding minor traffic violations)?		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
If "yes", give full particulars of each case in an attached statement.		
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 United Nations 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.		