UNITED NATIONS	DEVELOPI	IENT PROGRA	MME					
		Pe	ersonal H	istory Fo	orm		U N D P	
INSTRUCTIONS: F follow all directior							ead carefully and	
1. Family name (se	urname)	2.	First names			3. Maiden n	ame, if applicable	
4. Date of Birth day month yea	-	lace of birth	6. National birth	ity at		all your current lity(ies)	8. Gender Male 🗌 Female 🗌	
9. Marital status	Single	Married] Separa	ted 🗌 🛝	Widow(e	r) 🛛 Divorce	he l	
10. Entry into Unite Nations might have your ability to engage	ed Nations se responsibilit	ervice might requ ties. Have you a el?	uire assignme	ent and travel	I to any a	area of the world in		
11. Permanent add		12. Present address if different from that indicated in box 11.			13. Office Telephone number Home/Mobile; Work;			
Telephone No.		Telephone No		14. Personal and/or professional e-mail address:				
15. Have you any d	lependents?		if the answer	is "Yes", giv	e the fol	lowing information	1: 	
Name	Date of bir	th Relation	onship	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)?			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						r, son/daughter) e wing information:		
		Relations				f Organization		
19. Do you have a information:	any other (e	xtended) family	members in	UNDP? No	Yes	☐ if answer is "y	yes", give the following	
	Nam	e		Relationship				

20. Would you accept employment for less than six months? Yes No						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	y to d	operate in the	listed la	ngu	age(s) in a worl	k enviro	onn	nent
1		Read		Write	Speak					Understand
	profici	ng knowledge ient d ng knowledge		none limited working know proficient none limited working know proficient	-		none limited working knowle proficient none limited working knowle proficient	_		none limited working knowledge proficient none limited working knowledge proficient
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	none limited working knowlec proficient		Imited working knowledge proficient		-			-		none limited] working knowledge] proficient
 23. For support General Service level posts only, indicate if you passed the following tests: ASAT – Administrative Support Assessment Test (formerly known as clerical test): No Yes if "Yes", date taken UN Accounting Assistant Exam : No Yes No Yes if "Yes", date taken 										
24. EDUCATION: G	Give full de	tails - NB Plea	se gi	ive exact titles	of degr	ees	in original lang	uage		
A. List all institutior (highest education f equate to other deg	first). Give									ations obtained se do not translate or
Name, place and country		Attended Mo/Year	l From/To Mo. /Year		Certificates, diplomas or degrees and academic distinctions obtained		rees and distinctions	N	/laiı	n course of study

B. Post-qualifica	ation training	courses / learnin	g activities	5			
Name, place an		Туре		Attended	d From/To		Certificates or
				Mo/Year	Mo. /Ye	ear Dij	plomas obtained
C. UN Language	Proficiency	Exams (if any)					
D. UNDP Certific	cation Progra	immes (if any)					
25. List member	ship of profe	essional societies	and activit	ies in civic,	public or	international at	ifairs
26. List any sign	nificant public	cations you have	written (do	not attach t	them) or a	iny special reco	ognition
 27. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. 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. Provide gross and indicate denomination salary per annum for your last or present post. Have you already been issued a UN Index Number? No Yes I If yes, please indicate this number: Are you a current or former UNV? Yes No I If yes, please indicate roster number: 							
•		POST, IF NOT PRE					
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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 Staff				
				Supervised:				
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B. PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)								
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				Number of Professional Staff Reason for				
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				Email Add. and/or Telephone No. of Supervisor:			

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DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS							
28. Have you any objections to our making inquiries of: (a) your present employer? No Yes ; (b) previous employers? No Yes Yes							
29. Are you now, or have you ever been, a permanent civil servant employee in your government?							
	-						
30. References: list three persons not rel be contacted for a reference. (Please do				cations and who may			
· · ·	•		. ,				
FULL NAME	FULL ADDRESS, ir	ncluding E-MAIL _EPHONE NUMBER	BUSINESS	S OR OCCUPATION			
31. State any other relevant facts in supp country of your nationality	ort of your application	on. Include informatio	n regarding any re	esidence outside the			
		e violetion of enviou		troffic violations)?			
32. Have you ever been convicted, fined, No Yes If "Yes" give full pa		se in an attached sta		trainc violations)?			
33. Have you ever been imposed disciplir	hary measures, inclu	iding dismissal or sep	paration from serv	ice, on the grounds of			
misconduct?	articulars of each ca	se in an attached sta	tement				
No Yes If "Yes" give full particulars of each case in an attached statement							
34. Have you ever been separated from service on the ground of unsatisfactory performance?							
No Yes If "Yes" give full particulars of each case in an attached statement							
35. 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 the UNDP							
Personal History Form may lead to the termination of the 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.			y reorainment to a				
DATE:	SIGNATURE:						
VAIL.	JIGNATURE.						

Note: 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.