

INSTRUCTIONS		UNIDO UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION PERSONAL HISTORY				Do not Write In This Space					
Please answer each question clearly and completely. Type or print legibly in ink. Read carefully and follow all directions.											
1. Family name		First name		Middle name		Maiden name, if any					
2. Date of birth (Day Month Year)		3. Place of birth		4. Nationality(ies) at birth		5. Present nationality(ies)					
						6. Sex M <input type="checkbox"/> F <input type="checkbox"/>					
7. Height	8. Weight	9. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>									
10. Entry into service of UNIDO might require assignment and travel to any area of the world in which the Organization might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please describe:											
11. Permanent address		12. Present address (if different)			13. Office Telephone No: ( )						
					Office Facsimile No: ( )						
Telephone No.: ( )		Telephone No.: ( )			E-mail:						
14. Have you any dependants YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:											
NAME		Date of birth	Relationship	NAME		Date of birth	Relationship				
15. 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"/> If answer is "yes", which country?											
16. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:											
17. Are any of your relatives employed by an international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If 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 <input type="checkbox"/> NO <input type="checkbox"/>				20. Have you previously submitted an application for employment with UNIDO? If so, when?							
21. KNOWLEDGE OF LANGUAGES. What is your mother tongue?											
		READ		WRITE		SPEAK		UNDERSTAND			
OTHER LANGUAGES		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily		
22. Office automation skills (PC, word processing, spread sheets, etc.)											
23. For secretarial and clerical positions only (indicate speed in words per minute):											
		English		French		Other languages					
Typing											
Shorthand											

24. EDUCATION: Give full details – *N.B. Please give exact titles of degrees in original language and attach a copy of the highest diploma obtained. Please do not translate or equate to other degrees.*

A. University or equivalent

NAME, PLACE and COUNTRY	ATTENDED		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	FROM Mo./Year	TO Mo./Year		

B. Other post secondary educational institutions

NAME, PLACE and COUNTRY	ATTENDED		CERTIFICATE or DIPLOMA OBTAINED	MAIN COURSE OF STUDY
	FROM Mo./Year	TO Mo./Year		

C. Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)

NAME, PLACE and COUNTRY	TYPE	ATTENDED		CERTIFICATES or DIPLOMAS OBTAINED
		FROM Mo./Year	TO Mo./Year	

25. List professional societies of which you are a member and indicate activities in civic, public or international affairs:

26. List any significant publications you have written (*Do not attach*):

27. EMPLOYMENT RECORD. Starting with your present post, 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. Indicate also level and step if employed by an international organization.

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

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:
	No. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES:

B. PREVIOUS POSTS (IN REVERSE ORDER):

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:	
			No. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION 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:	
			No. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION 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:	
			No. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION 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:	
			No. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES:				

28. Have you any objections to our making inquiries of your present employer? YES  NO

29. Are you now, or have you ever been, a civil servant in your country? YES  NO

30. 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 27.*

FULL NAME	FULL ADDRESS	BUSINESS or OCCUPATION

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  NO   
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 ORGANIZATION DISQUALIFIES A CANDIDATE AND/OR RENDERS A STAFF MEMBER OF UNIDO LIABLE TO TERMINATION OR DISMISSAL.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

N.B. Do not send any documentary evidence (except copy of the highest diploma) 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. The applicants will be requested to produce the original documents at the time of recruitment.

**ONLY THOSE APPLICANTS WHO ARE OF INTEREST TO UNIDO WILL BE CONTACTED.**

**Unless otherwise specified please return the completed form to the Human Resource Management Branch, Room D1671, UNIDO, Vienna International Centre, P.O. Box 300, A- 1400 Vienna, Austria.**

**The maximum period of validity for a Personal History form is two years.**