UNITED NATIONS DEVELOPMENT PROGRAMME									
UNPersonal History FormDP									
INSTRUCTIONS: Ple follow all directions.							ead carefully and		
1. Family name (sur	name)	2.	First names			3. Maiden n	ame, if applicable		
4. Date of Birth day month year	5. P	lace of birth	6. National birth	ity at		III your current lity(ies)	8. Gender Male 🗌 Female 🗌		
9. Marital status Single Married Separated Widow(er) Divorced 10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? No Yes If "yes" please describe:									
11. Permanent addro	ess	12. Present ac that indicated i		erent from		ffice Telephone /Mobile;	number		
Telephone No.		Telephone No.					ofessional e-mail		
					addre	SS:			
15. Have you any dep	pendents?	Yes 🗌 No 🗌 i	f the answer	is "Yes", giv	e the foll	owing informatior	1:		
Name I	Date of birt	h Relatio	onship	Name		Date of birth	Relationship		
16. Have you taken up legal permanent residence status in any country other than that of your nationality? 17. Have you taken any steps towards changing your present nationality? NoYes Yes									
if "Yes", which country(ies)?			if "Yes",	explain f	ully:				

			"yes", gi	ve the following information	er) employed in the UN tion: ne of Organization	
	any other (extended) far	nily members in U	NDP? N	lo □ Yes □ if answer	is "yes", give the following	
information: Relationship						
					-	
20. Would you acc Yes 🗌 No 🗌	ept employment for less tl	nan six months?	21. Ha	ve you been interviewed	I for any UNDP positions in	
			the las	t 12 months? If so, for w	hich post(s)?	
22. Languages - mother tongue 1 st	Abilit	ty to operate in the l	listed lar	nguage(s) in a work envi	ironment	
	Read	Write		Speak	Understand	
In none none none none none Iimited Iimited Iimited Iimited Iimited Iimited				Imited Imited working knowledge proficient Imited working knowledge proficient none limited working knowledge proficient none limited working knowledge proficient		
Working knowledge working knowledge working knowledge working knowledge proficient proficient proficient 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: 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 country	Attended Mo/Year	From/To Mo. /Year	or de academi	tes, diplomas grees and c distinctions otained	Main course of study		
B. Post-qualification training Name, place and country	g courses / lea Typ		Attende	ed From/To	Certificates or		
			Mo/Year	Mo. /Year	Diplomas obtained		
C. UN Language Proficiency	y Exams (if any	7)	-				
D. UNDP Certification Progr	ammes (if any)						
25. List membership of professional societies and activities in civic, public or international affairs							
26. List any significant publications you have written (do not attach them) or any special recognition							

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 🗌 If yes, please indicate this number:								
Are you a currer	nt or former UN	IV? Yes 🗌 No 🗌	lf yes, pleas	se indicate roster nun	nber:			
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	Number of Profess Supervised: Number of Support Supervised:	leaving:						
DESCRIPTION	OF YOUR DUTIES AND RELATED ACC	OMPLISHMENTS						
28. Have you any objections to our making inquiries of: (a) your present employer? No Yes ; (b) previous employers? No Yes Yes ;								
No 🗌 Yes 🗌 If answer	, a permanent civil servant employee in y r is "yes", WHEN?							
30. References: list three persons not re be contacted for a reference	lated to you who are familiar with your ch	aracter and qualifications and who may						
FULL NAME	FULL ADDRESS, including E-MAIL ADDRESS and TELEPHONE NUMBER	BUSINESS OR OCCUPATION						
	port of your application. Include information	on regarding any residence outside the						
country of your nationality								
32. Have you ever been convicted, fined No Yes If "Yes" give full p	, or imprisoned for the violation of any lav particulars of each case in an attached sta	v (excluding minor traffic violations)? atement						
misconduct?	inary measures, including dismissal or se	-						
No Yes If "Yes" give full p	particulars of each case in an attached sta	atement						
	service on the ground of unsatisfactory p							
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.								
DATE:	SIGNATURE:							
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.								