**Personal History Profile for**

**User Profile as Indicated at Time of Application (If applicable)**

|  |  |  |
| --- | --- | --- |
| Applicant's UNCS Status: | United Nations Index Number: | UN Entity: |
|  |  |  |
| Start date of appointment: | End Date, if any: | Type of Appointment/ Relationship: |
|  |  |  |
| Reason for Separation: |  | |

**Cover Letter for this Application**

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| --- |
|  |

**General Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Family Name: | Given Name**:** | Middle Name: | Other Name, if any: |
|  |  |  |  |
| Date of Birth: | Gender: | Email Address: | Marital Status: |
| Haga clic aquí o pulse para escribir una fecha. | Elija un elemento. |  | Elija un elemento. |
| Country of Nationality: | Country of Nationality at Birth: | Other Nationalities (if any): | |
|  |  |  | |
| Have you taken any legal steps toward changing your present nationality? If yes, explain the circumstances: | | | Choose an item. |
| Have you taken legal permanent resident status in any country other than your current nationality? | | | Choose an item. |
| Working for the United Nations might require assignment to any area of the world in which the United Nations might have responsibilities. Do you need any assistance to be able to travel? If Yes, specify: | | | Choose an item. |
| Do you need any assistance pertaining to your ability to perform the type of work related to the position for which you wish to be considered? If Yes, specify: | | | Choose an item. |
| Have you ever been indicted fined or imprisoned for the violation of any law (excluding minor traffic violations)? | | | Choose an item. |
| Have you received a disciplinary measure or administrative measure following a disciplinary process? If the  answer is "yes," please provide details. (For serving United Nations Secretariat staff members) | | | Choose an item. |
| Have you been the subject of a workplace disciplinary process or other similar process or a workplace  investigation or similar process of which you are aware? If the answer is "yes," please provide the details and provide information about any sanction or measure taken. (For all candidates other than serving Secretariat  staff members) | | | Choose an item. |
| Are you a successful candidate of the National Competitive Recruitment Examination (NCRE) or the competitive  examination for recruitment to the Professional category of staff members from other categories (G-to-P), or the United Nations Young Professionals Programme examination (YPP)? | | | Choose an item. |
| Job Family: | | | Examination Year: |

**Address**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Permanent: | | | Current: | | |
|  | | |  | | |
| Applicant Contact Information | | | Emergency Contact Information | | |
| Phone Number Type: | Phone Number: | Extension: | Name: | Phone Number: | Relationship: |
|  |  |  |  |  | Elija un elemento. |

**Relations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Spouse/ Partner Name: | Date of Birth: | Nationality: | Gender: | Employment Status: |
|  |  |  | Elija un elemento. | Elija un elemento. |
| Dependent Name: | Date of Birth: | Nationality: | Gender: | Relationship: |
|  |  |  | Elija un elemento. | Elija un elemento. |
| Relative Name: | Organization: | Relationship: | Index number: **(If applicable)** | |
|  |  |  |  | |

**Preferences**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How did you first come to know about the job opening that you are applying for? | | | |  |
| Field(s) of work: | Main Offices: | Field Missions: | Other Preferred Offices: | |
|  |  |  | Elija un elemento. | |
| Would you accept short-term assignments of less than 12 months? | | | Choose an item. | |
| Are you interested in working as a consultant? | | | Choose an item. | |
| Are you interested in working on a part-time basis? | | | Choose an item. | |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution: | City, Country: | From | | To |
|  |  | Haga clic aquí o pulse para escribir una fecha. | | Haga clic aquí o pulse para escribir una fecha. |
| Degree Obtained: | Elija un elemento. | |
| Type of Institution: | Degree obtained: e.g. “Certificate / Diploma”: | Teaching method/ Enrolment Status: | | |
| Elija un elemento. |  | Elija un elemento. | | |
| Main Course of Study/ Field of study/  Specialization: | Title in English or French e.g. “Bachelor in Law”: | Exact title in original language: | | |
| Elija un elemento. / |  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution: | City, Country: | From | | To |
|  |  | Haga clic aquí o pulse para escribir una fecha. | | Haga clic aquí o pulse para escribir una fecha. |
| Degree Obtained: | Elija un elemento. | |
| Type of Institution: | Degree obtained: e.g. “Certificate / Diploma”: | Teaching method/ Enrolment Status: | | |
| Elija un elemento. |  | Elija un elemento. | | |
| Main Course of Study/ Field of study/  Specialization: | Title in English or French e.g. “Bachelor in Law”: | Exact title in original language: | | |
| Elija un elemento. / |  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution: | City, Country: | From | | To |
|  |  | Haga clic aquí o pulse para escribir una fecha. | | Haga clic aquí o pulse para escribir una fecha. |
| Degree Obtained: | Elija un elemento. | |
| Type of Institution: | Degree obtained: e.g. “Certificate / Diploma”: | Teaching method/ Enrolment Status: | | |
| Elija un elemento. |  | Elija un elemento. | | |
| Main Course of Study/ Field of study/  Specialization: | Title in English or French e.g. “Bachelor in Law”: | Exact title in original language: | | |
| Elija un elemento. / |  |  | | |

**Employment (In reverse order)**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | From | To: | Type of contract appointment or  relationship to the Organization: |
|  | Haga clic aquí o pulse para escribir una fecha. | Haga clic aquí o pulse para escribir una fecha. | Elija un elemento. |
| Name of Employer (Type of Business): | UN level **(If applicable)** | | Employment Type: : |
| Current Employment  Choose an item. |  | | Elija un elemento. |
| Address / Duty Station: | Name and email of Supervisor: | | Is this a civil servant position in your  government? |
|  |  | | Elija un elemento. |
| Employer's Phone: | Number and Kind of employees  directly supervised by you: | | Field of Work/ Speciality: |
|  |  | |  |
| Description of Duties: | | | |
|  | | | |
| Summarize Any of Your Achievements: | | | |
|  | | | |
| Reason for Leaving: | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | From | To: | Type of contract appointment or  relationship to the Organization: |
|  | Haga clic aquí o pulse para escribir una fecha. | Haga clic aquí o pulse para escribir una fecha. | Elija un elemento. |
| Name of Employer (Type of Business): | UN level **(If applicable)** | | Employment Type: |
|  |  | | Elija un elemento. |
| Address / Duty Station: | Name and email of Supervisor: | | Is this a civil servant position in your  government? |
|  |  | | Elija un elemento. |
| Employer's Phone: | Number and Kind of employees  directly supervised by you: | | Field of Work/ Speciality: |
|  |  | |  |
| Description of Duties: | | | |
|  | | | |
| Summarize Any of Your Achievements: | | | |
|  | | | |
| Reason for Leaving: | | | |
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| --- | --- | --- | --- |
| Job Title: | From | To: | Type of contract appointment or  relationship to the Organization: |
|  | Haga clic aquí o pulse para escribir una fecha. | Haga clic aquí o pulse para escribir una fecha. | Elija un elemento. |
| Name of Employer (Type of Business): | UN level **(If applicable)** | | Employment Type: : |
|  |  | | Elija un elemento. |
| Address / Duty Station: | Name and email of Supervisor: | | Is this a civil servant position in your  government? |
|  |  | | Elija un elemento. |
| Employer's Phone: | Number and Kind of employees  directly supervised by you: | | Field of Work/ Speciality: |
|  |  | |  |
| Description of Duties: | | | |
|  | | | |
| Summarize Any of Your Achievements: | | | |
|  | | | |
| Reason for Leaving: | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | From | To: | Type of contract appointment or  relationship to the Organization: |
|  | Haga clic aquí o pulse para escribir una fecha. | Haga clic aquí o pulse para escribir una fecha. | Elija un elemento. |
| Name of Employer (Type of Business): | UN level **(If applicable)** | | Employment Type: |
|  |  | | Elija un elemento. |
| Address / Duty Station: | Name and email of Supervisor: | | Is this a civil servant position in your  government? |
|  |  | | Elija un elemento. |
| Employer's Phone: | Number and Kind of employees  directly supervised by you: | | Field of Work/ Speciality: |
|  |  | |  |
| Description of Duties: | | | |
|  | | | |
| Summarize Any of Your Achievements: | | | |
|  | | | |
| Reason for Leaving: | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | From | To: | Type of contract appointment or  relationship to the Organization: |
|  | Haga clic aquí o pulse para escribir una fecha. | Haga clic aquí o pulse para escribir una fecha. | Elija un elemento. |
| Name of Employer (Type of Business): | UN level **(If applicable)** | | Employment Type: |
|  |  | | Elija un elemento. |
| Address / Duty Station: | Name and email of Supervisor: | | Is this a civil servant position in your  government? |
|  |  | | Elija un elemento. |
| Employer's Phone: | Number and Kind of employees  directly supervised by you: | | Field of Work/ Speciality: |
|  |  | |  |
| Description of Duties: | | | |
|  | | | |
| Summarize Any of Your Achievements: | | | |
|  | | | |
| Reason for Leaving: | | | |
|  | | | |

**Languages**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Language | | Read | Speak | Understand | Write | Mother tongue | Passed UN LPE  **(If applicable)** |
| **Spanish** | | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| **English** | | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| **Portuguese** | | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| **French** | | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| **Other** |  | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |

**UN Training (If applicable)**

|  |  |
| --- | --- |
| UN Training | Course Date |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |

**Licenses / Certificates**

|  |  |  |
| --- | --- | --- |
| Certification | Field of study or brief description | Date Obtained |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |

**Publications (If applicable)**

|  |  |  |
| --- | --- | --- |
| Title of Publication | Journal ISBN / ISSN | Date Published |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |

**References**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reference  Name | Reference  Type | Position | Organization | How do you  know this  person? | Address | Telephone  number/ Email |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Annex A**

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution: | City, Country: | From | | To |
|  |  | Haga clic aquí o pulse para escribir una fecha. | | Haga clic aquí o pulse para escribir una fecha. |
| Degree Obtained: | Elija un elemento. | |
| Type of Institution: | Degree obtained: e.g. “Certificate / Diploma”: | Teaching method/ Enrolment Status: | | |
| Elija un elemento. |  | Elija un elemento. | | |
| Main Course of Study/ Field of study/  Specialization: | Title in English or French e.g. “Bachelor in Law”: | Exact title in original language: | | |
| Elija un elemento. / |  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution: | City, Country: | From | | To |
|  |  | Haga clic aquí o pulse para escribir una fecha. | | Haga clic aquí o pulse para escribir una fecha. |
| Degree Obtained: | Elija un elemento. | |
| Type of Institution: | Degree obtained: e.g. “Certificate / Diploma”: | Teaching method/ Enrolment Status: | | |
| Elija un elemento. |  | Elija un elemento. | | |
| Main Course of Study/ Field of study/  Specialization: | Title in English or French e.g. “Bachelor in Law”: | Exact title in original language: | | |
| Elija un elemento. / |  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution: | City, Country: | From | | To |
|  |  | Haga clic aquí o pulse para escribir una fecha. | | Haga clic aquí o pulse para escribir una fecha. |
| Degree Obtained: | Elija un elemento. | |
| Type of Institution: | Degree obtained: e.g. “Certificate / Diploma”: | Teaching method/ Enrolment Status: | | |
| Elija un elemento. |  | Elija un elemento. | | |
| Main Course of Study/ Field of study/  Specialization: | Title in English or French e.g. “Bachelor in Law”: | Exact title in original language: | | |
| Elija un elemento. / |  |  | | |

**Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | From | To: | Type of contract appointment or  relationship to the Organization: |
|  | Haga clic aquí o pulse para escribir una fecha. | Haga clic aquí o pulse para escribir una fecha. | Elija un elemento. |
| Name of Employer (Type of Business): | UN level **(If applicable)** | | Employment Type: |
|  |  | | Elija un elemento. |
| Address / Duty Station: | Name and email of Supervisor: | | Is this a civil servant position in your  government? |
|  |  | | Elija un elemento. |
| Employer's Phone: | Number and Kind of employees  directly supervised by you: | | Field of Work/ Speciality: |
|  |  | |  |
| Description of Duties: | | | |
|  | | | |
| Summarize Any of Your Achievements: | | | |
|  | | | |
| Reason for Leaving: | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | From | To: | Type of contract appointment or  relationship to the Organization: |
|  | Haga clic aquí o pulse para escribir una fecha. | Haga clic aquí o pulse para escribir una fecha. | Elija un elemento. |
| Name of Employer (Type of Business): | UN level **(If applicable)** | | Employment Type: |
|  |  | | Elija un elemento. |
| Address / Duty Station: | Name and email of Supervisor: | | Is this a civil servant position in your  government? |
|  |  | | Elija un elemento. |
| Employer's Phone: | Number and Kind of employees  directly supervised by you: | | Field of Work/ Speciality: |
|  |  | |  |
| Description of Duties: | | | |
|  | | | |
| Summarize Any of Your Achievements: | | | |
|  | | | |
| Reason for Leaving: | | | |
|  | | | |

**Relations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dependent Name: | Date of Birth: | Nationality: | Gender: | Relationship: |
|  |  |  | Elija un elemento. | Elija un elemento. |
| Dependent Name: | Date of Birth: | Nationality: | Gender: | Relationship: |
|  |  |  | Elija un elemento. | Elija un elemento. |
| Dependent Name: | Date of Birth: | Nationality: | Gender: | Relationship: |
|  |  |  | Elija un elemento. | Elija un elemento. |
| Dependent Name: | Date of Birth: | Nationality: | Gender: | Relationship: |
|  |  |  | Elija un elemento. | Elija un elemento. |
| Relative Name: | Organization: | Relationship: | Index number: **(If applicable)** | |
|  |  |  |  | |
| Relative Name: | Organization: | Relationship: | Index number: **(If applicable)** | |
|  |  |  |  | |