



No.21023/14 /2018-PMA
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
PMA Cell

MHA, North Block,
New Delhi, 110001
Dated June 8, 2018

- To :
1. The Chief Secretaries and DsG (P)s of all States / UTs
 2. Directors - IB/CBI/SVPNPA/SPG/NEPA/NICFS/CFSL/
DCPW
 3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB
/NCB/NIA/Assam Rifles (Through LOAR)
 4. Commissioner of Police Delhi.

Subject :- **Job Opening : Nomination for Police Chief of Staff (P-5) to the UN Mission in the Republic of South Sudan (UNMISS)**
Job Opening No. 2018-UNMISS-82371-DPKO

Sir/Madam,

Police Division, UNHQ through PMI to UN has sought the nomination of eligible candidates for the subject Job opening (**Job opening number : 2018-UNMISS-82371-DPKO**)

2. The job description along with the requisite eligibility criteria/qualifications of **Police Chief of Staff (P-5) to the UN Mission in the Republic of South Sudan (UNMISS)** are enclosed/attached with this letter for needful reference. **It is strongly recommended to nominate those candidates meeting all requirements for the positions/posts as described in Job descriptions.**

3. Therefore, It is requested that nomination of **eligible and willing officers** of the rank of **DIG/IG for (P-5) level post** may be submitted through proper channel to this Ministry by **13th July, 2018** alongwith the following documents duly completed in all respect:-

- i. **United Nations Personal History Profile (PHP) form (P.11)** duly completed and signed by the nominated candidate.
- ii. **United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by** the nominated candidate as well as the **relevant local authority.**

Note: - In Earlier instances, It was observed that the EAC was submitted without the signature of Designated Authority of concerned Force resulting rejection of nomination. Hence, the forwarding authority should ensure that the EAC is duly signed by the applicant as well the Designated Authority of Force. All requisite details i.e position for which applying, job opening number, date of commission, degrees and academic distinctions and all other requisite details should be filled properly.

- iii. Personal details as per **Annexure-I**.
- iv. **Human Rights certificate must be included**(proforma enclosed).**Mandatory**

4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalizing the nominations.** Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

5. Personal History Profile (P-11) , EAC and HR certificate along with forwarding letter of each nominated candidate are required to be submitted in separate files (PDF format only) through E-mail at uspma@gov.in or sopma@gov.in before the deadline.

6. It may please be ensured that the nominees are **clear from Vigilance angle and Necessary Cadre Clearance (for all Officers) from MHA/State Government/CAPFs/any other lending organization must be forwarded with nomination.**(without cadre clearance and NOC from parent cadre, nominations will not be entertained).

7. **No direct application will be entertained.** Applications through proper channel only i.e. through Home Department(State)/approval of Head of Organization will be entertained. Applications received after the deadline specified will not be accepted.

Yours Faithfully


(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

✉: uspma@nic.in

Copy to

Commissioner of Police ,

Mumbai, Kolkatta, Chennai and Bangalore.

It is requested to forward the nominations of eligible and willing officers though State Government only.

1. SO (IT), MHA - With the request to upload the above communication on MHA website (Police Division-II(secondment vacany) and 'what's new'.
2. US(UNP)-BA, MEA, JNB (2029), New Delhi



(Raman Kumar)

Under Secretary to the Government of India

☎: 23094009

☎: 23094009

United Nations



*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are limited to service on posts financed by
the support account of peacekeeping operations.*

| | |
|----------------------------------|--|
| Post title and level | Police Chief of Staff, P-5 |
| Organizational Unit | United Nations Mission in the Republic of South Sudan |
| Duty Station | Juba |
| Reporting to | Deputy Police Commissioner |
| Duration | 12 Month (extendible) |
| Deadline for applications | 20 July 2018 |
| Job Opening number | 2018-UNMISS-82371-DPKO |

United Nations Core Values: Integrity, Professionalism and Respect for Diversity

RESPONSIBILITIES:

In compliance with the UN mandate and under the supervision and substantive guidance of the Deputy Police Commissioner, the Chief of Staff will be responsible for the administrative and logistic support of the UN Police component in its performing mandated tasks. The Chief of Staff will in particular coordinate the work of respective sections in the areas of human resources management, logistics, fleet maintenance, legal advisory, disciplinary issues, public relations and induction training for the new UNPOL arrivals. Within the limits of delegated authority, the Chief of Staff will be responsible for, but not limited to, the performance of the following duties:

- Managing respective UN Police Headquarters sections under his/her command;
- Maintaining and implementing administrative policy directives, plans and orders of the Police Commissioner, including Standard Operating Procedures (SOP); preparing and publishing informational bulletins on new directives and instructions requiring the attention of all UN Police officers.
- Supervising human resource management process: assisting in the determination of the appropriate assignments and providing recommendations to the Deputy Police Commissioner on the timely appointment of suitable personnel to key non-professional positions prior to the time when they become vacant;
- Overseeing and monitoring the deployment of individual police officers and allocation of related resources to meet operational requirements;
- Ensuring the planning of staff rotations, tour of duty extensions, leave and CTO; coordinating and overseeing the movement of personnel (MOP) within the Mission and outside the Mission;
- Maintaining an UNPOL Records Archival process and system, including the personnel record filing system; ensuring that all projects, programs and related communications are properly recorded, archived, accessible and maintained for posterity for future reference or use by UNPOL or the mission;

- Providing general oversight of all assets belonging to the UNPOL component and their proper use by the staff;
- Maintaining permanent liaison with all sections of the Mission Support component and international staff section regarding police requirements in terms of deployment, accommodation, offices, CITS, logistics, supply, constructions, etc.
- Organizing legal advisory support to the UN Police leadership and other UNPOL staff when necessary;
- Ensuring compliance with the United Nations rules, regulations, and Mission Mandate, conformity to the highest standards of professional conduct and personal behavior by the UNPOL including: time on duty accountability and tracking; proper utilization of police resources; inspection regimes; disciplinary conformity and consistency; and initiating corrective measures to improve efficiency and effectiveness within UN police component and harmony with other mission components in the spirit of an integrated mission and attainment of common goals;
- Overseeing, maintenance and regular inspection, assessment and updating of UNPOL induction programs for all the new UNPOL arrivals and exploring and facilitating additional, in-house training to the UNPOL members in collaboration with the mission Integrated Training Service (ITS);
- In coordination with and under the guidance of the DPKO/Police Division, organizing the certification of Selection Assistance Team (SAT) members; nominating the above trainers for participation in SAT sessions in PCCs at the request of the DPKO/Police Division;
- Conducting visits to team sites to monitor and address UNPOL contingent management, including but not limited to: morale; welfare; work accountability; time accountability; impact on work related environmental conditions; site contingent management; fair and equitable treatment; and other related matters or principles regarding work force management and accountability;
- Maintaining an Internal Investigations system for allegations of misconduct or mismanagement by individual police officers and recommending relevant disciplinary action in coordination with the Mission Discipline Unit(s); ensuring proper and adequate representation for Mission Boards of Inquiry;
- Maintaining permanent administrative information exchange between the UN Police component and the DPKO/Police Division; ensuring regular dissemination of UNPOL strength reports among the UNPOL staff, Mission leadership, the DPKO/Police Division;
- Perform any other duties as assigned by the Deputy Police Commissioner in fulfillment of the mission mandate or UNPOL related objectives or concerns.

COMPETENCIES:

Professionalism: Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular (human resources, budget, logistics management planning); strong organizational and communication skills; experience in the management and administration; ability to review and edit the work of others. Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Assume responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work within the UNPOL contingent and mission.

Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

QUALIFICATIONS:

Education: Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public Administration, Human Resources Management, Logistics, Social Sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning and administration may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is also required.

Work Experience: A minimum of 10 years (12 years in absence of advanced degree) of relevant progressive responsible experience in law enforcement in a national law enforcement agency at the strategic, operational, and managerial level. At least seven (7) years of practical experience in such areas as police administration, human and/or financial resources managements, assets management, police policy development. Familiarity with United Nations administrative policies and procedures is highly desirable.

Rank: Colonel/ Chief or Senior Superintendent, equivalent or higher.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Working knowledge of a second official UN language (Arabic) is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 25 June 2018

<http://www.un.org/en/peacekeeping/sites/police>

INSTRUCTIONS

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.

UNITED  NATIONS

Do not Write in This Space

PERSONAL HISTORY

| | | | | | | | | |
|---|--------------------------|--|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Family name | | First name | Middle name | Maiden name, if any | | | | |
| 2. Date of Birth (day/month/yr) | 3. Place of birth | 4. Nationality(ies) at birth | 5. Present Nationality(ies) | 6. Sex | | | | |
| 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 United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | | | | | |
| 11. Permanent address | | 12. Present address | | 13. Office Telephone No. () | | | | |
| Telephone No. () | | Telephone/Fax No. () | | 14. Office Fax No. () | | | | |
| 15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information: | | | | | | | | |
| Name of Children | | Date of Birth (day/mo/year) | Place of Birth | Nationality | Gender | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 15. (a) Name of Spouse | | | | | | | | |
| 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"/> If answer is "yes", which country? | | | | | | | | |
| 17. 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. | | | | | | | | |
| 18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", give the following information: | | | | | | | | |
| NAME | | Relationship | | Name of International Organization | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 19. What is your preferred field of work? | | | | | | | | |
| 20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | 21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when? | | | | | |
| 22. KNOWLEDGE OF LANGUAGES. What is your mother tongue? | | | | | | | | |
| OTHER LANGUAGES | READ | | WRITE | | SPEAK | | UNDERSTAND | |
| | Easily | Not Easily | Easily | Not Easily | Fluently | Not Fluently | Easily | Not Easily |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. For clerical grades only Indicate speed in words per minute | | | | List any office machines or equipment and computer programmes you use. | | | | |
| Typing | English | French | Other languages | | | | | |
| Shortband | | | | | | | | |

24. EDUCATION. Give full details - N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

| NAME, PLACE AND COUNTRY Please give complete address. | ATTENDED FROM/TO | | DEGREES and ACADEMIC DISTINCTIONS OBTAINED | MAIN COURSE OF STUDY |
|--|------------------|------------|---|----------------------|
| | Month/Year | Month/Year | | |
| | | | | |
| | | | | |

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

| NAME, PLACE AND COUNTRY Please give complete address. | 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 (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.

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 | | | | | | |

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 GOVERNMENT'S EMPLOY? YES NO
If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, 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. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES NO

34. 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 renders a staff member of the United Nations liable to termination or dismissal.

DATE
(day, month, year)

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.

EMPLOYMENT RECORD—SUPPLEMENTARY SHEET

PLEASE 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. See next page for more blocks.

| FROM MONTH/YEAR | TO MONTH/YEAR | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: |
|----------------------------|------------------|--------------------|-------|---|
| | | 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 MONTH/YEAR | TO MONTH/YEAR | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: |
| | | 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 MONTH/YEAR | TO MONTH/YEAR | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: |
| | | 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 MONTH/YEAR | TO MONTH/YEAR | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: |
| | | 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 | | | | |
| | | | | |

EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

PLEASE 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.

| FROM | | TO | | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: |
|----------------------------|------------|----------|-------|--|-------|---------------------------|
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL | STARTING | FINAL | |
| | | | | | | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | | REASON FOR LEAVING: |
| | | | | NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: | | |
| DESCRIPTION OF YOUR DUTIES | | | | | | |
| | | | | | | |
| FROM | | TO | | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL | STARTING | FINAL | |
| | | | | | | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | | REASON FOR LEAVING: |
| | | | | NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: | | |
| DESCRIPTION OF YOUR DUTIES | | | | | | |
| | | | | | | |
| FROM | | TO | | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL | STARTING | FINAL | |
| | | | | | | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | | REASON FOR LEAVING: |
| | | | | NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: | | |
| DESCRIPTION OF YOUR DUTIES | | | | | | |
| | | | | | | |
| FROM | | TO | | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: |
| MONTH/YEAR | MONTH/YEAR | STARTING | FINAL | STARTING | FINAL | |
| | | | | | | |
| NAME OF EMPLOYER: | | | | TYPE OF BUSINESS: | | |
| ADDRESS OF EMPLOYER: | | | | NAME OF SUPERVISOR: | | REASON FOR LEAVING: |
| | | | | NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: | | |
| DESCRIPTION OF YOUR DUTIES | | | | | | |
| | | | | | | |

UNITED NATIONS

Employment and Academic Certification Attachment to Personal History Profile (P11)

TO BE COMPLETED BY CANDIDATE:

Personal Data:

| | | | |
|-----------------|-------------|---------------|-------------|
| Family Name: | Given name: | Middle names: | Gender: M/F |
| e-mail address: | | | |

| |
|---|
| Position for which you are applying: <i>(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)</i> |
| Job Opening Number: |

Military Service History/Police Service History

| | | | |
|--|--------------------|--|---|
| Date of Commission (for military officers) or date of enlistment/entry to service (for police officers): | | | |
| Current rank | Date Last Promoted | Date eligible for promotion to next rank | Projected Retirement date from current rank |
| Branch/Corp/Mustering | | | |
| Sub Specialisation/additional qualifications | | | |

Degrees and Academic Distinctions Obtained:

| | NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address. | ATTENDED: | | DEGREES and ACADEMIC DISTINCTIONS OBTAINED |
|--|---|---------------------|-------------------|--|
| | | FROM: Month/Year | TO: Month/Year | |
| Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution) | | | | |
| | | | | |
| | | | | |
| University Degree/s | | | | |
| | | | | |
| | | | | |

Experience in peacekeeping operations:

Specify UN or other International Experience, starting with your most recent experience and list in reverse order

| Dates mm/yy-nm/yy | Mission/ Operation/Location | Position/title (Milob, HQ Staff, Contgt, Adviser) | Description of duties |
|-------------------|--------------------------------|---|-----------------------|
| | | | |

Command Experience, starting with your most recent experience and list in reverse order

| Dates mm/yy-nm/yy | Unit/Position/Org | Significant Unit Activities |
|-------------------|-------------------|-----------------------------|
| | | |
| | | |
| | | |
| | | |

Significant Planning Experience, starting with your most recent experience and list in reverse order

| Dates mm/yy-nm/yy | Position/Org | Operation/Activity |
|-------------------|--------------|--------------------|
| | | |
| | | |
| | | |

(Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order

| Date: mm/yy-nm/yy | Position/Org | Function/Activity |
|-------------------|--------------|-------------------|
| | | |
| | | |

Military and/or Police Training Courses/Seminars: (last two years)

| Name of Course | Date: mm/yy -mm/yy | Institution |
|----------------|--------------------|-------------|
| | | |
| | | |
| | | |

Additional Comments:

I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member for the United Nations liable ineligible for further consideration.

I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

I am not able to attest to the preceding paragraphs for the following reasons:

.....

.....

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.

TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

On behalf of I certify that the information provided by
is complete and correct.

I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of International human rights law, civil action or disciplinary offence.

The Government of is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

Date Official Stamp

**APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED
POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING
OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL
SECONDMENT FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES**

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional posts, which are opened for recruitment within UN peacekeeping operations or special political missions requiring secondment from active police or other national law enforcement services. In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

1. The above-mentioned posts are reserved only for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P-11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P-11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples to be photocopied as needed.
3. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the Personal History Forms be completed with a view to presenting the candidates qualifications and experiences as they relate to the requirements as set out in the relevant Job Opening. In the event a Permanent Mission wishes to recommend a candidate for several posts, a separate Personal History Form should be submitted for each post.
4. In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The self-attestation must be attached to the P-11 form and contain the following wording: **I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law.** The applications without signed individual self-attestations will not be accepted.
5. Permanent Missions are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Job Opening, under cover of a note verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at **1 UN Plaza, 7th floor, room DC1 -0780**, in accordance with the specific directions in the relevant Note Verbale.
7. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

June 2018

BIO-DATA PROFORMA

Recent passport
size photograph

1. Name of Post applied.
2. Job opening number
3. Name of the Officer
4. Designation/Rank/organization and Pay scale/pay band with present place of posting.
5. In the case of officers of deputation with other organization.
 - (a) Name of Parent organization.
 - (b) Name of organization presently employed.
 - (c) Date of deputation
 - (d) Expected date of repatriation to parent cadre/organization.
6. Date of Birth
7. Education/Qualification
8. Date of Joining Police Service and date of superannuation
9. Service/Cadre/Batch:
10. Previous UN experience
 - Telephone No.
 - a. Office
 - b. Residence
 - c. Mobile No(mandatory)
 - d. Fax No.
 - e. E-mail id(mandatory)
11. Present Job Profile:-
12. NOC from parent cadre (if on deputation) mandatory:- Yes/NO/Not applicable

I hereby certify that, I fulfill the eligibility requirement notified for the post applied for.

(Signature of the applicant)

HR CERTIFICATE

(8)
7

It is certified that _____ was neither convicted nor currently under investigation or being prosecuted for any criminal offence including violation of International Human Rights Law and International Humanitarian Law. It is also to certify that Government/Org. of(concerned state/Org,) is aware that there is no allegation against him/her as such and he/she has not committed or even involved, by act or omission, the commission of any act that may amount of violations of International Human Rights Law and International Humanitarian Law.

To be signed by an officer
Not below the rank of DIG/Director

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UNITED NATIONS Employment and Academic Certification

Attachment to Personal History Profile (P11)

For guidance on the submission package you may refer to the briefing material "How to prepare the submission".

A. TO BE COMPLETED BY CANDIDATE (from sections 1 to 11):

| | | | |
|--------------------------|-------------|---------------|-------------|
| 1. PERSONAL DATA: | | | |
| Family Name: | Given name: | Middle names: | Gender: M/F |
| e-mail address: | | | |

| | |
|---|---------------------|
| 2. POSITION/S TO WHICH YOU ARE APPLYING: | |
| Title: 1. 2. 3. ... | Job Opening Number: |

| | | | |
|--|--------------------|--|---|
| 3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY | | | |
| Date of Commission (for military officers) or date of enlistment/entry to service (for police officers): | | | |
| Current rank | Date Last Promoted | Date eligible for promotion to next rank | Projected Retirement date from current rank |
| Branch/Corp/Mustering | | | |
| Sub Specialisation/additional qualifications | | | |

| 4. DEGREES AND ACADEMIC DISTINCTIONS OBTAINED: | | | | |
|---|---|------------------|----------------|---|
| | NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address. | ATTENDED: | | RANK/DEGREES and ACADEMIC DISTINCTIONS OBTAINED |
| | | FROM: Month/Year | TO: Month/Year | |
| Military or Police Degrees | Military Academy (and/or similar military officer institution) - name and address: | | | |
| | Command and Staff College (and/or similar military officers institutions) - name and address: | | | |
| | Police Academy (and/or similar law enforcement training institution) - name and address: | | | |

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| | NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address. | ATTENDED: | | DEGREES and ACADEMIC DISTINCTIONS OBTAINED |
|------------------|---|------------------|----------------|--|
| | | FROM: Month/Year | TO: Month/Year | |
| Civilian Degrees | | | | |
| | | | | |
| | | | | |

5. MILITARY AND/OR POLICE TRAINING COURSES/SEMINARS: Related to the post

| Name of Course | Date attended: FROM mm/yy- TO mm/yy | Institution |
|----------------|-------------------------------------|-------------|
| | | |
| | | |
| | | |
| | | |

6. EXPERIENCE IN PEACEKEEPING OPERATIONS:
Specify UN or other International Experience, start with your most recent experience and list in reverse order

| Dates FROM mm/yy- TO mm/yy | Mission/ Operation/Location | Position/title (Milob, HQ Staff, Contgt, Adviser, International Police Officer (IPO), Police Adviser, FPU Officer, Professional Post or Above) | Description of duties |
|----------------------------|-----------------------------|--|-----------------------|
| | | | |
| | | | |
| | | | |

11

7. COMMAND EXPERIENCE (at Battalion/equivalent level or above when applying for position at the P5 level and above):

Start with your most recent experience and list in reverse order

| Dates FROM mm/yy- TO mm/yy | Unit level: Company/ Battalion/ Brigade/ Division or equivalent. Police Command Experience | Unit/Position/Org | Significant Unit Activities |
|----------------------------------|--|-------------------|-----------------------------|
| | | | |
| | | | |
| | | | |

8. SIGNIFICANT EXPERIENCE RELATED TO THE FUNCTIONS OF THE POST/S YOU ARE APPLYING:

Start with your most recent experience and list in reverse order

| Dates FROM mm/yy- TO mm/yy | Position/Org | Operation/Activity |
|----------------------------------|--------------|--------------------|
| | | |
| | | |
| | | |

9. INTERNATIONAL EXPOSURE OTHER THAN PEACEKEEPING OPERATIONS:

Start with your most recent experience and list in reverse order

| Date: FROM mm/yy- TO mm/yy | Position/Org | Function/Activity |
|----------------------------------|--------------|-------------------|
| | | |
| | | |
| | | |

10. Additional Comments:

11. I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a candidate ineligible for further consideration.

I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

I am not able to attest to the preceding paragraphs for the following reasons:

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.

B. TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

On behalf ofI certify that the information provided by
is complete and correct.

I further certify that the nominated candidate has never been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.

The Government of _____ is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law. In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

Date..... Official Stamp

**PLEASE NOTE:
An incomplete or unsigned form will not be accepted**

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INSTRUCTIONS

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.



Do not Write in This Space

PERSONAL HISTORY

| | | | | | | | | |
|---|--------------------------|--|--|---|--------------------------|---|---|--------------------------|
| 1. Family name | | First name | | Middle name | | Maiden name, if any | | |
| 2. Birth date (day/month/yr) | 3. Place of birth | | 4. Nationality(ies) at birth | 5. Present nationality(ies) | | 6. Sex | | |
| 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 United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | | | | | |
| 11. Permanent address Telephone No. () | | | 12. Present address Telephone/Fax No. () | | | 13. Office Telephone No. () 14. Office Fax No. () E-mail: | | |
| 15. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information: | | | | | | | | |
| Name of Children | | Date of Birth (day/mo/year) | | Place of Birth | | Nationality | Gender | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 15. (a) Name of Spouse | | | | | | | | |
| 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"/> If answer is "yes", which country? | | | | | | | | |
| 17. 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: | | | | | | | | |
| 18. Are any of your relatives employed by the United Nations or any of its agencies? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", please specify: | | | | | | | | |
| NAME | | Relationship | | Name of United Nations Organization | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 19. What is your preferred field of work? | | | | | | | | |
| 20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | 21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when? | | | | |
| 22. KNOWLEDGE OF LANGUAGES. What is your mother tongue? | | | | | | | | |
| OTHER LANGUAGES | READ | | WRITE | | SPEAK | | UNDERSTAND | |
| | Easily | Not Easily | Easily | Not Easily | Fluently | Not Fluently | Easily | Not Easily |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. For clerical grades only Indicate speed in words per minute | | | | | | | List all specific computer programmes you use (i.e. excel, access). | |
| English | | French | Other languages | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Typing | | | | | | | | |
| Shorthand | | | | | | | | |

24. EDUCATION, Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

| NAME, PLACE AND COUNTRY Please give complete address. | ATTENDED FROM/TO | | DEGREES and ACADEMIC DISTINCTIONS OBTAINED | MAIN COURSE OF STUDY |
|--|------------------|------------|---|----------------------|
| | Month/Year | Month/Year | | |
| | | | | |
| | | | | |
| | | | | |

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

| NAME, PLACE AND COUNTRY Please give complete address. | 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 (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.

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

| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week: |
|----------------------|------------|---|--------------------|---|
| 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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week: |
| 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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week: |
| 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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week: |
| 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 | | | | |
| | | | | |

(17)

| 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 | Full time <input type="checkbox"/> | Part time <input type="checkbox"/> hours/week: |
| | | | | | |
| 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 | Full time <input type="checkbox"/> | Part time <input type="checkbox"/> hours/week: |
| | | | | | |
| 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: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week: |
| 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: |

DESCRIPTION OF YOUR DUTIES

| | | | | |
|------------|------------|--------------------|-------|---|
| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week: |
| 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: |

DESCRIPTION OF YOUR DUTIES

| | | | | |
|------------|------------|--------------------|-------|---|
| FROM | TO | SALARIES PER ANNUM | | EXACT TITLE OF YOUR POST: Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week: |
| 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: |

DESCRIPTION OF YOUR DUTIES

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES NO
 If answer is "yes", WHEN?
 30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed under Item 27.

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| 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. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES NO

34. 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 renders a staff member of the United Nations liable to termination or dismissal.

DATE (day, month, year) _____

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.