

No.21023/14/2022-PP /219
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
Pers.Policy Desk

North Block, New Delhi, 110001
Dated /7th October, 2022

To

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

Subject: - Inviting nomination of Individual Police Officers in active service for appointment on Secondment against the post of Police Reform Adviser, P-4 at the Police Division Standing Police Capacity in Brindisi(SPC), for a period of one year.

Sir/Madam,

Permanent Mission of India to United Nations (PMI to UN) has informed that Police Division (UNHQ) has sought nomination of Individual Police Officers in active service for appointment on secondment against the post of **Police Reform Adviser, P-4 at the Police Division Standing Police Capacity in Brindisi(SPC), for a period of one year.** The preview of the post as follows:-

Post Title : **Police Reform Adviser, P-4**
Organizational Unit : Department of Peace Operations
Duty Station : Brindisi, Italy
Duration : Initially 01 years
Job Opening No : 2022-SPC-75917-DPO

2. The job description along with the requisite eligibility criteria/qualifications for the above said post is enclosed/attached with this letter for reference. It is strongly recommended to nominate only those police officers who meet the criteria outlined in attached job opening from the UN. The requirements given in the Annexure-I must be ensured.

3. Nominations of eligible and willing officers in the rank of **SP/DIG(P-4 level)** active in police service for the above said post may be forwarded through proper channel to this Ministry by **18th November, 2022** along with the requisite documents duly signed and completed in all respects as mentioned in Annexure-I & II.

4. The duly completed and signed Personal History Profile (P-11) , Employment of Academic Certification (EAC), and Human Rights (HR) certificate along with forwarding letter including APAR/ACR gradings of last five years of each nominated candidates are required to be submitted in separate files (PDF format only) through E-mail at police2-un@mha.gov.in before the last date i.e 18.11.2022

Encl: As above

Yours faithfully



(K.Prakasham)

Under Secretary (Pers.Policy & welfare)

: 23092527

Copy to

1.Commissioner of Police Mumbai, Kolkata, Chennai and Bangalore:- kindly note that the nomination are to be forwarded through respective State Government only

2.JS(UNP), MEA, JNB (A-wing), New Delhi-110011

3.SO (IT), MHA - **With the request to upload the above communication on MHA website (Police Division-II(Secondment vacancies) and also under "what's new"**

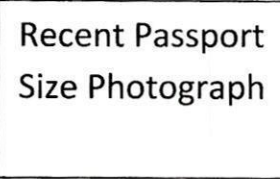
Other requisite requirements

- A. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- B. 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 / nominated authority. The EAC submitted without the signature of Designated Authority of concerned Force results in 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. If candidate wishes to apply for several posts, **the separate EAC and PHP forms should be submitted for each post.**
- C. Personal details as per **Annexure-II along with APAR/ACR gradings of Last Five Years(Mandatory)**
- D. Human Rights certificate must be included (proforma enclosed).
- E. *No format other than the specimen enclosed (duly typed) will be entertained/accepted. Formats other than the prescribed one invites lot of observations from UNHQ(UNDPKO) while finalizing the nominations..* Hand written PHP 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.
- F. The nominations without Vigilance clearance and Cadre Clearance (for all Officers) from respective Ministries/Departments/State or UT/Organizations' shall be summarily rejected.
- G. Applications through proper channel only i.e. through Home Department (State) and approval of Head of Organization will be entertained. Applications received after the deadline specified will not be considered.
- H. Concerned authorities may please ensure and advice their officers not to make any direct queries with this ministry or UNHQ regarding selection. This ministry will not entertain personal queries from individual applicants.
-

BIO- DATA Proforma

ANNEXURE-II

1. Name of Post Applied
2. Job Opening Number
3. Name of the Officer(as per official documents)
4. Designation/Rank, Organization, Pay scale/level
5. Present Place of Posting
6. In the case of officers on Deputation with other organization:-
 - Name of Parent Organization
 - Name of organization presently employed
 - Date of Deputation
 - Expected Date of repatriation to parent cadre/organization
7. NoC from Parent Cadre (if on deputation) mandatory :Yes/No/NA
8. Date of Birth
9. (a) Education qualification
(b) Required qualification as per applied job/posts(Yes/NO)
10. Date of Joining Police Service
11. Date of Superannuation
12. Service/Cadre/Batch:-
13. Previous UN Experience
14. Other Foreign/international Experiences
- 15 Contact Details: Telephone No
 - Office
 - Residence
 - Mobile
 - E-mail
16. APAR/ACR Gradings of Last 05 years (mandatory):-
17. Outstanding Achievements, if any
18. Last Five(years) work profile/experiences



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

Signature of applicant

5

5

HR CERTIFICATE

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

United



Nations Secretariat

*Vacancy Announcement for Positions in the Department of Peace Operations
requiring official secondment from national governments of Member States of the United Nations Organization*

VACANCY ANNOUNCEMENT NUMBER

2022-SPC-75917-DPO

DEADLINE FOR APPLICATIONS

4 December 2022

POST TITLE AND LEVEL

Police Reform Adviser, P-4

DUTY STATION

BRINDISI

ORGANIZATIONAL UNIT

DEPARTMENT OF PEACE OPERATIONS

INDICATIVE MINIMUM GROSS ANNUAL

U.S. Dollars 94,268

REMUNERATION (NOT INCLUDING POST ADJUSTMENT)

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACE OPERATIONS.

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

RESPONSIBILITIES: The incumbent shall provide assistance and support on a wide range of law enforcement reform matters with focus on strategic development and institution building including for host states with missions in transition as they pertain to support provided by and activities of the Standing Police Capacity (SPC). The Police Reform Adviser reports directly to the designated Team Leader of the SPC. The SPC is a part of the UN Police Division that supports the starting up of police components in new UN peace operations and/or special political missions as well as provides support and assistance to existing operations and partners on a continual basis. The incumbent is expected to deploy to peace operations for a period from 3 up to 6 months away from his/her duty station. In line with the decisions and guidelines of the Police Division and the Chief of the SPC, the incumbent provides a wide range of expert advisory with focus on strategic development and institution building. S/he will provide assistance activities on law enforcement reform matters relevant to supporting new and existing police components in UN peace operations. When at SPC's duty-station in Brindisi, the incumbent reviews respective UN Police operations from the perspective of supporting national law enforcement institutional development and capacity-building, identifying as required best practices in international policing. Particular focus is placed on ascertaining business management gaps in national law enforcement, wherein the SPC can be of assistance in filling, including deficiencies in strategic planning, organization and structure, human resources and skills development, asset management and use of technology. When deployed to the field, the incumbent works in close cooperation with UN Police and other international actors to address chronic business management gaps in local law enforcement that may include the identification of specific tasks upon which the SPC can channel and impart its expertise and know-how – programmatic, advisory or otherwise.

COMPETENCIES:

Professionalism: Wide knowledge of theories, concepts and approaches in the field of law enforcement relevant to democratic policing, community safety, capacity-building and development, civilian oversight mechanisms, human rights, gender mainstreaming etc.; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems; ability to provide sound advice and assistance to the UN Police as well as national police. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **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 input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; 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.

QUALIFICATIONS:

Education: Advanced degree (Master's degree or equivalent) in the applied sciences, social sciences or relevant field. A first level university degree with a relevant combination of academic qualifications and experience in rule of law and police reform may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required. **Work Experience:** A minimum of seven years of progressively responsible experience in rule of law developmental matters, including experience in police reform, law enforcement development and capacity-building is required. Three-year experience of management and policy making is also required. **Rank:** The candidate must be in active service possessing the rank of at least Superintendent or Lt. Colonel, equivalent or higher rank. Peacekeeping or other international experience in the UN or other organizations is required. Experience in the use of modern Internet-based research methodologies and sources is desired. **Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of French is highly desirable.

Date of Issuance: 4 October 2022

Preference will be given to equally qualified women candidates

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:

(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)

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

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

| Dates mm/yy-mm/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-mm/yy | Position/Org | Function/Activity |
|-------------------|--------------|-------------------|
| | | |
| | | |

10

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

I further certify that the nominated candidate has never been convicted of and 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 also certify that 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.

Date..... Official Stamp

12

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 NO
 (b) Are there any limitations on your ability to engage in all travel? YES NO

| | | |
|--|--|---|
| 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 NO 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 NO
If answer is "yes", which country?

17. Have you taken any legal steps towards changing your present nationality? YES NO
If answer is "yes", explain fully:

18. Are any of your relatives employed by a public international organization? YES NO
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 NO
 21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES NO 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

| | | | |
|-----------|---------|--------|-----------------|
| | English | French | Other languages |
| Typing | | | |
| Shorthand | | | |

List any office machines or equipment and computer programmes you use.

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

16

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 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 | | | | |
| | | | | |