

No.21023/11/2022-PP
GOVERNMENT OF INDIA
Ministry of Home Affairs
[Police Division-II]
Pers.Policy Desk

North Block, New Delhi, 110001
Dated 23 August, 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 Commissioner, D-1 to the United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS) for 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 **Police Commissioner, D-1 to the United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS) for period of one year.** The preview of the post as follows:-

Post Title : Police Commissioner, D-1
Organizational Unit : United Nations Integrated Transition Assistance Mission in Sudan
Duty Station : Khartoum
Duration : Initially 01 years
Job Opening No : 2022-UNITAMS-31039063-DPPA

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 **IG/ADG(D-1 level)** active in police service for the above said post may be forwarded through proper channel to this Ministry by **15th September, 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 15.09.2022

Yours faithfully

Encl: As above



(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.
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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

Recent Passport
Size Photograph

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

Signature of applicant

(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

*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 peace operations and subject to the approval of United Nations General
Assembly and renewal of the UNITAMS' mandate.*

Post title and level	Police Commissioner, D-1
Organizational Unit	United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS)
Duty Station	Khartoum
Reporting to	Head of Mission (directly or through the established chain of command)
Duration of contract:	12 months
Deadline for applications	5 October 2022
Job Opening number	2022-UNITAMS-31039063-DPPA

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

RESPONSIBILITIES:

Under the guidance and supervision of the UNITAMS Head of Mission or his/her designee, the incumbent will be responsible for advising the Head of Mission on all matters related to police and providing advisory support and assistance to national authorities to develop local police institutions to function in accordance with internationally acceptable standards of democratic policing. The Police Commissioner is also responsible for the effective and efficient management, supervision, welfare and discipline of all personnel assigned to the UN Police Component in the mission in accordance with the United Nations' rules, regulations, and mission mandate. Within delegated authority, the UN Police Commissioner will be responsible for the following duties

- Advise the Head of Mission and other representatives of UN mission leadership on issues related to the implementation of the mandate of the police component and provides regular reports on key issues and work program implementation.
- Advise and assists the Sudan Police Force (SPF) senior leadership on all aspects of police administration and management in support of the implementation of the Peace Agreement.
- Advise the SRSG on matters relating to the assistance/support requirement needs for the development of the SPF in line with the international standards of policing.
- Lead and manage the development and implementation of the capacity enhancement and overall institutional development plans for the SPF through a wide-ranging consultation process engaging international and national partners.
- Assist the Sudan national authorities in the development of police operational plans to enhance law and order and public security provisions in the mandate and operationally support in their implementations.
- Provide advice and guidance to Sudan national authorities about the reform and strengthening of the police system in line with the local reality and relevance that will include issues relating to international human rights standards, implementation of strategic planning processes, legislative proposals, development of policy and procedures, rehabilitation of facilities, management of police in accordance with international guidelines, police administration, budget management, human resource

management, performance management and staff training;

- Assess the needs of the SPF in close coordination with national actors, UN system partners and contributes to the development of bilateral aid/support proposals.
- Provide overall oversight and guidance in regard to all UN Police operational activities within the framework of the mission's mandate.
- Manage, guide, develop and train staff under his/her supervision, including the UN Police personnel attached to the Permanent Ceasefire Committee; properly utilizing all available Police resources for mandate implementation.
- Guide and support the development and implementation of comprehensive training initiatives, including the development and implementation of a SPF training framework, policy and programs for all levels of police staff.
- Regularly consult and collaborate with UN agencies, international and national NGOs, judicial officers, correction officers, bilateral/multilateral donors, members of civil society, and members of the host state national government on police issues relevant to the UN mandate.
- Coordinate and support UN Human Rights Office initiatives relating to police monitoring, development of accountability mechanisms and police training.
- Coordinate all UN activities related to police reform and provides necessary guidance to national and international staff in the Mission.
- Participate in Mission senior management team meeting and contributing towards the smooth operations of the mission.
- Supervise and helps in developing the skills, competencies and experience of all staff members that the Mission may determine to hire to directly support the work of the Police component;
- Make proposals to the Police Division on the skill set and qualification of the UN Police Component personnel required for the efficient implementation of the UN Police mandate. Ensures timely and transparent staffing of positions within the Police Component in accordance with the police officers' background, expertise and experience and in compliance with the principles of respect for diversity, as well as geographic and gender balance.
- Regularly consult and collaborate with the head of the mission's military component on the joint use of police and military personnel;
- Coordinate with UN Human Rights Office, Office of Humanitarian Assistance, Elections, DDR and other relevant components within the mission agencies in relation to police monitoring, development of accountability mechanisms and staff training.
- Perform other functions as are consistent with the mandate provided by the Security Council Resolution and as may be required by the Head of Mission, relating to the management of police.

COMPETENCIES:

Professionalism: 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration: ability to review and edit the work of others.

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.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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.

Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization’s strategy and the work unit’s goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

QUALIFICATIONS:

Education: Advanced university degree (Master’s or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Advance training for command/ senior staff is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

Work Experience: A candidate must be in active police service possessing minimum of 15 years (17 years in absence of advanced degree) of progressive and active policing service/experience at the field and/or national police headquarters level, including 10 years of active police experience at senior policy making level with extensive strategic planning and senior management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management, reform and restructuring or related field. Practical direct experience in commanding a regional or a state level police infrastructure or heading a department at national police HQ level - required. Experience in project management, institutional development and coordination/leading of police development programs at strategic level is highly desirable. Previous UN or international experience is an advantage.

Rank*: Rank required for a D-1 is Deputy/Assistant Police Commissioner, Deputy/Assistant Inspector General, Deputy Chief of Police, other equivalent to Brigade-General in the military or higher rank.

Languages: For the post advertised, fluency in oral and written English is required. Knowledge of Arabic Language is an advantage.

Special Notice:

Circulation of this job opening is limited to Member States. Only serving police officers who have received authorization by their National Authorities to apply for this job opening, will be considered. Appointments are limited to service on posts reserved for active seconded police officers and financed by support account of peacekeeping operations and special political missions.

Police Officers in active duty who are currently on secondment as UN staff member and assuming a professional post or higher, are not eligible to apply for this job opening.

In order to increase female representation in the peace operations or special political missions, Member States are highly encouraged to nominate qualified female candidates. If both male and female candidates are found equally qualified, preference will be given to female candidate.

Date of Issuance: 5 August 2022

<https://police.un.org/en>

***Rank in application form should be outlined in candidate's original language with literal translation in English. The Member States are requested to certify the rank of each candidate it nominates and ensure that only applications meeting all requirements described in the job opening/s, are submitted.**

In accordance with the 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 exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

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
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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

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 of I 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

INSTRUCTIONS		 UNITED NATIONS				Do not Write in This Space		
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		PERSONAL HISTORY						
1. Family name		First name		Middle name		Maiden name, if any		
2. Date of (day/month/yr) Birth		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		
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 <i>Indicate speed in words per minute</i>				List any office machines or equipment and computer programmes you use.				
	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: <u>Starting with your present post, list in REVERSE ORDER every employment you have had.</u> 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 <input type="checkbox"/> NO <input type="checkbox"/>		
29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> 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. <i>Do not repeat names of supervisors listed under Item 27.</i>		
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 <input type="checkbox"/> NO <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>		
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	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

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

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

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