

Personal History Form



This form allows you to apply or express interest for Field positions in the General Service and National Professional categories, for Temporary Appointments in the Professional category, or for working under one of the affiliate schemes (UNOPS, Individual consultant or contractor, deployee, secondee, etc.).

Please complete the form carefully, answering all mandatory sections fully and as completely as possible.

Your Personal History Form will be reviewed in the near future, and you will be contacted if you are short-listed for an interview.

Note: Please do not contact UNHCR directly regarding the status of this application.

If you need assistance in completing this form, please contact UNHCR via the email address provided in the vacancy notice or liaise with your nearest UNHCR Office.

1. GENERAL INFORMATION (Mandatory to complete)				
Last Name				
Middle Name		Maiden Name		
First Name				
2. PERSONAL INFORMATION (Mandatory to complete)				
Date of Birth (dd/mm/yyyy)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> No Selection	
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Common Law <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Widowed			
3. CONTACT INFORMATION (Mandatory to complete)				
Current Address				
Address				
City				
Postal Code		Country		
Permanent Address				
Address				
City				
Postal Code		Country		
Preferred Contact Method	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Post Mail			
4. PHONE NUMBERS (Mandatory to complete)				
Type	Country Code	Telephone #	Ext.	Indicate which is Preferred
Home				<input type="checkbox"/>
Business				<input type="checkbox"/>
Mobile				<input type="checkbox"/>
5. EMAIL ADDRESSES (Mandatory to complete)				
Type	Email Address	Indicate which is Preferred		
Home		<input type="checkbox"/>		
Business		<input type="checkbox"/>		
6. NATIONALITY INFORMATION (Mandatory to complete)				
NATIONALITY INFORMATION		Please list all COUNTRIES as applicable		
Nationalities at Birth				
Current Nationalities				
Permanent Residency				

7. LETTER OF INTEREST (Mandatory to complete if applying for a specific vacancy announcement)	
Please indicate the position you are applying for	
Please answer the following questions.	
1. How have your achievements and operational experience to date prepared you for this position? Please refer to the job description and to the essential requirements therein. (1500 characters max)	
2. Please describe any skills and competencies you have, and which may be of particular relevance to this position. (1500 characters max)	
3. How does this position align with your career aspirations? (1000 characters max)	

8. WORK EXPERIENCE (Mandatory to complete, if any)

For all work experience, please complete as much information as possible.

Starting with your present position, list in REVERSE ORDER all employment you have had, using a separate block for each work experience. Also include service in the armed forces. Note any period during which you were not gainfully employed. Three blocks are provided; if you need more space, attach additional pages ensuring to give the same information requested here.

Start Date (dd/mm/yyyy)		End Date (dd/mm/yyyy)		<input type="checkbox"/> Full <input type="checkbox"/> Part-Time
Employer				<input type="checkbox"/> Check if ongoing
Job Title				
Supervisor Name				
Type of Employment	<input type="checkbox"/> Employee <input type="checkbox"/> Consultant <input type="checkbox"/> Intern <input type="checkbox"/> Self-employed <input type="checkbox"/> UN Volunteer <input type="checkbox"/> Volunteer <input type="checkbox"/> Other			
If 'Other' please explain				
Type of Workers Supervised		# of Persons Supervised		
Supervisor e-mail		Supervisor Phone		
Ending Pay Rate Amount (Annual Net)		Currency		
Reason for Leaving				
Description of duties (1200 characters max)				
Employer Address line 1				
Address line 2				
Address line 3		Postal Code		
City		Country		
Type of Business	<input type="checkbox"/> Governmental Organization <input type="checkbox"/> International Organization <input type="checkbox"/> Non-Governmental Organization <input type="checkbox"/> Private Sector <input type="checkbox"/> Other			
Is this UN Experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Grade (if applicable)		
		UN Index #		
Is this UNHCR experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	UNHCR MSRP ID		
Contract Type	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary Appointment <input type="checkbox"/> Other Arrangement			
If 'Other Arrangement' please indicate the Type of Arrangement				
(e.g. UN Volunteer, UNOPS ICA, Individual Consultant, Intern, ICMC, Danish Refugee Council etc.)				
Start Date (dd/mm/yyyy)		End Date (dd/mm/yyyy)		<input type="checkbox"/> Full <input type="checkbox"/> Part-Time
Employer				<input type="checkbox"/> Check if ongoing
Job Title				
Supervisor Name				
Type of Employment	<input type="checkbox"/> Employee <input type="checkbox"/> Consultant <input type="checkbox"/> Intern <input type="checkbox"/> Self-employed <input type="checkbox"/> UN Volunteer <input type="checkbox"/> Volunteer <input type="checkbox"/> Other			
If 'Other' please explain				
Type of Workers Supervised		# of Persons Supervised		
Supervisor e-mail		Supervisor Phone		
Ending Pay Rate Amount (Annual Net)		Currency		
Reason for Leaving				
Description of duties (1200 characters max)				

Employer Address line 1			
Address line 2			
Address line 3		Postal Code	
City		Country	
Type of Business	<input type="checkbox"/> Governmental Organization <input type="checkbox"/> International Organization <input type="checkbox"/> Non-Governmental Organization <input type="checkbox"/> Private Sector <input type="checkbox"/> Other		
Is this UN Experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Grade (if applicable)	
		UN Index #	
Is this UNHCR experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	UNHCR MSRP ID	
Contract Type	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary Appointment <input type="checkbox"/> Other Arrangement		
If 'Other Arrangement' please indicate the Type of Arrangement			
(e.g. UN Volunteer, UNOPS ICA, Individual Consultant, Intern, ICMC, Danish Refugee Council etc.)			
Start Date (dd/mm/yyyy)		End Date (dd/mm/yyyy)	<input type="checkbox"/> Full <input type="checkbox"/> Part-Time
Employer			<input type="checkbox"/> Check if ongoing
Job Title			
Supervisor Name			
Type of Employment	<input type="checkbox"/> Employee <input type="checkbox"/> Consultant <input type="checkbox"/> Intern <input type="checkbox"/> Self-employed <input type="checkbox"/> UN Volunteer <input type="checkbox"/> Volunteer <input type="checkbox"/> Other		
If 'Other' please explain			
Type of Workers Supervised		# of Persons Supervised	
Supervisor e-mail		Supervisor Phone	
Ending Pay Rate Amount (Annual Net)		Currency	
Reason for Leaving			
Description of duties (1200 characters max)			
Employer Address line 1			
Address line 2			
Address line 3		Postal Code	
City		Country	
Type of Business	<input type="checkbox"/> Governmental Organization <input type="checkbox"/> International Organization <input type="checkbox"/> Non-Governmental Organization <input type="checkbox"/> Private Sector <input type="checkbox"/> Other		
Is this UN Experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Grade (if applicable)	
		UN Index #	
Is this UNHCR experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	UNHCR MSRP ID	
Contract Type	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary Appointment <input type="checkbox"/> Other Arrangement		
If 'Other Arrangement' please indicate the Type of Arrangement			
(e.g. UN Volunteer, UNOPS ICA, Individual Consultant, Intern, ICMC, Danish Refugee Council etc.)			

9. SPECIALIZED TRAINING (if any)			
Course Title			
School Name			
Country			
Course Start Date (dd/mm/yyyy)		End Date (dd/mm/yyyy)	
Topic area			
Training Methodology	<input type="checkbox"/> Assessment <input type="checkbox"/> Blended Learning Programme <input type="checkbox"/> Mobile <input type="checkbox"/> Resource Material <input type="checkbox"/> Webinar <input type="checkbox"/> Webinar for Blended Learning <input type="checkbox"/> Workshop <input type="checkbox"/> Workshop for Blended Learning <input type="checkbox"/> Training Video <input type="checkbox"/> eLearning		
Course Description			
<hr/>			
Course Title			
School Name			
Country			
Course Start Date (dd/mm/yyyy)		End Date (dd/mm/yyyy)	
Topic area			
Training Methodology	<input type="checkbox"/> Assessment <input type="checkbox"/> Blended Learning Programme <input type="checkbox"/> Mobile <input type="checkbox"/> Resource Material <input type="checkbox"/> Webinar <input type="checkbox"/> Webinar for Blended Learning <input type="checkbox"/> Workshop <input type="checkbox"/> Workshop for Blended Learning <input type="checkbox"/> Training Video <input type="checkbox"/> eLearning		
Course Description			
<hr/>			
10. EDUCATION (Mandatory to complete even if you have no formal education; if so, please indicate)			
<p>This space provides you with an opportunity to indicate that your academic credential or degree was obtained from an educational institution that is recognised or sanctioned by a competent national authority, included in the IAU/UNESCO list. When evaluating academic credentials of applicants, UNHCR is guided by the United Nations Educational, Scientific and Cultural Organization's (UNESCO) listing (referred to as the "UNESCO list - World Guide to Higher Education (WHED)") of higher education institutions recognized, and to determine the level of university degree conferred on candidates since the level of degrees is not always consistent across countries.</p> <p>Please CHECK THE SITE TO CONFIRM YOUR UNIVERSITY IS ACCREDITED. (website - www.whed.net)</p> <p>Note: You must indicate the main language used for 75% or more of your studies, for each education item you list.</p>			
Exact Title of Degree/Certificate			
Begin Date (dd/mm/yyyy)		End Date (dd/mm/yyyy)	
Main Major or Topic			
Other Majors/Topics of Study			
Level	<input type="checkbox"/> Elementary School Completed <input type="checkbox"/> Some High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters Degree <input type="checkbox"/> No Formal Education <input type="checkbox"/> Other (please specify in Comments)		
Main language of your studies		Education Completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Name			
City		Country	
Comments			
<hr/>			
Exact Title of Degree/Certificate			
Begin Date (dd/mm/yyyy)		End Date (dd/mm/yyyy)	

Main Major or Topic			
Other Majors/Topics of Study			
Level	<input type="checkbox"/> Elementary School Completed <input type="checkbox"/> Some High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters Degree <input type="checkbox"/> No Formal Education <input type="checkbox"/> Other (please specify in Comments)		
Main language of your studies		Education Completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Name			
City		Country	
Comments			

11. SKILLS (if any) List skills such as computer or technical programs, or other relevant functional ability.			
	Level (Low, Medium, or High)	# of Yrs	Comments
Skill			
Skill			
Skill			
Skill			

12. LANGUAGES (Mandatory to complete)					
Indicate your proficiency levels for each language, including for your Mother Tongue. Proficiency levels are listed from A1 to C2, and are based on the Common European Framework of Reference for Languages; the website is below. https://www.eui.eu/Documents/ServicesAdmin/LanguageCentre/CEF.pdf		A1 (beginner) B1 (pre-intermediate) C1 (advanced)	A2 (basic) B2 (intermediate) C2 (proficient)		
	Reading	Speaking	Writing	Listening	
Mother Tongue Language					
2nd Language (if any)					
(if applicable) Evaluation Date (dd/mm/yyyy)					
3rd Language (if any)					
(if applicable) Evaluation Date (dd/mm/yyyy)					
4th Language (if any)					
(if applicable) Evaluation Date (dd/mm/yyyy)					

13. LICENSES AND CERTIFICATIONS (if any)			
Issue Date (dd/mm/yyyy)		Expiration Date (dd/mm/yyyy)	
Licence /Certification			
City		Country	
Is a renewal in progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence /Certification Number	
Issued By			
Issue Date (dd/mm/yyyy)		Expiration Date (dd/mm/yyyy)	
Licence /Certification			
City		Country	
Is a renewal in progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence /Certification Number	
Issued By			

14. THREE PROFESSIONAL REFERENCES (Mandatory to complete)
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A Professional reference is a recommendation from a person who can vouch for your qualifications for a job. This should not be the same person you listed as your supervisor for any of your work experiences.

Reference #1 - Name			
Title			
Employer			
Phone	Country Code	Telephone #	Ext.
Email Address			
Address line 1			
Address line 2			
Address line 3		Postal Code	
City		Country	

Reference #2 - Name			
Title			
Employer			
Phone	Country Code	Telephone #	Ext.
Email Address			
Address line 1			
Address line 2			
Address line 3		Postal Code	
City		Country	

Reference #3 - Name			
Title			
Employer			
Phone	Country Code	Telephone #	Ext.
Email Address			
Address line 1			
Address line 2			
Address line 3		Postal Code	
City		Country	

15. QUESTIONNAIRE (Mandatory to complete)

1. Are you now, or have you ever been, a permanent civil servant in your government's employ? If the answer is yes, please provide the dates below.

Yes No

From Date
(dd/mm/yyyy)

To Date
(dd/mm/yyyy)

2. Have you ever been arrested, indicted or summoned in court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If the answer is yes, please provide details below.

Yes No

Details

3. Have you ever been the subject of an investigation into allegations of misconduct?

Yes No

4. Have you ever been subject to disciplinary proceedings or measures?

Yes No

5. Would you accept employment for less than six months?

Yes No

6. Entry in United Nations service might require assignment to any area of the world in which United Nations might have responsibilities. Are there any limitations on your ability to engage in your prospective field of work? If yes, please add details below.

Yes No

Details

7. Entry in United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your engage in all travel? If yes, please add details below.

Details

Yes	No		
8. Working with UNHCR requires field work in difficult, high-risk, and non-family locations. Do you commit to accepting a deployment to such field operations? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. Do you have a spouse or any children? If yes, please provide below the names, dates of birth and the relationships. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name	Birth Date (dd/mm/yyyy)	Relationship	
10. Have you taken up legal permanent residence status in any country other than that of your nationality? If the answer is yes, please indicate the country. <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Country	
11. State any other relevant facts. Include information regarding any residence outside the country of your nationality. <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Details	
12. Have you taken any legal steps towards changing your present nationality? If the answer is yes, please add details below. <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Details	
13. Are any of your relatives, or is your spouse employed by a UN organization or Specialized Agency? If the answer is yes, please indicate Name, Relationship, and Name of International Organization. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name	Relationship	Name of International Organization	
14. How did you hear about this vacancy? <input type="checkbox"/> UNHCR Career Website <input type="checkbox"/> Campus Presentation by UNHCR <input type="checkbox"/> Career Information Visit by UNHCR <input type="checkbox"/> Other UN Website <input type="checkbox"/> Government Agency <input type="checkbox"/> Social Media (LinkedIn, Twitter, etc.) <input type="checkbox"/> Job Fair <input type="checkbox"/> Print Media <input type="checkbox"/> Job Board (UNJobFinder, WhereWomenWork, ReliefWeb, Devex, Monster, etc.) <input type="checkbox"/> Professional Association <input type="checkbox"/> Referral by a friend <input type="checkbox"/> Other			
CONFIRMATION AND CONSENT (Mandatory to complete)			
To complete your application you are required to confirm the following: ACCURACY OF CONTENT: The content of this application is accurate and contains no false information; EDUCATION INFORMATION - You give your full consent and authorize the Office of the United Nations High Commissioner for Refugees (UNHCR) to contact each of your educational institutions listed in this application for the purpose of conducting required reference checks with regard to your educational background, and to confirm the diploma or degrees you have received at each educational institution. You also authorize the mentioned educational institutions to provide requested information directly to UNHCR. Any information received from your educational institutions will be treated with due regard to all confidentiality requirements; and, WORK EXPERIENCE - You are aware UNHCR will contact former and current employers, if applicable, regarding Work Experience, as well as check your three Professional References. Finally, you understand that submission of false information or misrepresentation and/or submission of falsified documentation constitutes serious misconduct for which severe disciplinary sanctions can be imposed. <input type="checkbox"/> I consent to all of the foregoing as part of the process of evaluation of my application.			
DATE : _____		SIGNATURE: _____	