

ANNEX 2. Personal History Profile Form

To APFNet Secretariat					
PERSONAL HISTORY PROFILE					
<p>*INSTRUCTIONS: Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.</p>					
1. FAMILY NAME		FIRST NAME		MIDDLE NAME	
MAIDEN NAME, if any					
2. DATE OF BIRTH (dd/mm/yyyy)		3. PLACE OF BIRTH		4. NATIONALITY(IES) AT BIRTH	
5. PRESENT NATIONALITY(IES)				6. SEX	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
7. RESIDENT REGISTRATION NUMBER / PASSPORT NUMBER				8. MARITAL STATUS:	
				<input type="checkbox"/> Single <input type="checkbox"/> Married	
9. EXECUTIVE DIRECTOR MIGHT HAVE ASSIGNMENT TO ANY PART OF THE WORLD TO FULFILL RESPONSIBILITIES OF THE SECRETARIAT.					
(a) Are there any limitations on your ability to perform in your prospective field of work? <input type="checkbox"/> YES <input type="checkbox"/> NO					
- If "yes", please describe. _____					
(b) Are there any limitations on your ability to engage in all travel? <input type="checkbox"/> YES <input type="checkbox"/> NO					
- If "yes", please describe. _____					
10. PRESENT ADDRESS				11. ALTERNATIVE CONTACT PHONE NO. / RELATIONSHIP	
TELEPHONE/FAX No.				/	
12. E-MAIL:					
13. DO YOU HAVE ANY DEPENDENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO If the answer is "yes", give the following information					
Name		Relationship		Date of Birth (dd/mm/yyyy)	
				Place of Birth	
				Nationality	
				Sex	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	

ANNEX 2. Personal History Profile Form

							<input type="checkbox"/> Male <input type="checkbox"/> Female	
							<input type="checkbox"/> Male <input type="checkbox"/> Female	
14. KNOWLEDGE OF LANGUAGES								
What is your mother tongue? _____								
Other Languages	Reading		Writing		Speaking		Understanding	
	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"/>
15. DESCRIBE AND LIST COMPUTER SKILLS AND APPLICATIONS WITH WHICH YOU ARE FULLY PROFICIENT.								
Word processing								
Database								
Graphic & presentation								
Programming language								
Other computer skills								
16. 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 higher degree program (From the highest to subsequent degrees)								
Name of universities/academic institutions, Place and Country <i>Please give complete address.</i>	Attended From/To		Degrees and Academic Distinctions/Entitle 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 <i>Please give complete address.</i>	Type	Years Attended		Certificates or Diplomas Obtained				
		From	To					
17. LIST PROFESSIONAL AFFILIATION INCLUDING ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS.								

ANNEX 2. Personal History Profile Form

18. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN. (Do not attach, please provide the DOI or LINK)				
19. 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 (or UN grade/level)		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-1. PREVIOUS POSTS I (IN REVERSE ORDER)				
FROM	TO	SALARIES PER ANNUM (or UN grade/level)		EXACT TITLE OF YOUR POST:
Month/Year	Month/Year	Starting	Final	

ANNEX 2. Personal History Profile Form

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:				
<p>20. DO YOU CONSENT TO OUR CONTACTING YOUR CURRENT EMPLOYER FOR A REFERENCE CHECK?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>				
<p>21. REFERENCES:</p> <p>List three persons, not related to you, and are not current staff members of the Secretariat, who are familiar with character and qualifications. <i>Do not repeat names of supervisors listed under Item 19.</i></p>				
FULL NAME	FULL ADDRESS	TELEPHONE	EMAIL	BUSINESS OR OCCUPATION
<p>22. 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)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If “yes”, give full particulars of each case in an attached statement.</p>				

ANNEX 2. Personal History Profile Form

23. 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 Profile or other document requested by the Secretariat renders a staff member of the Secretariat liable to termination or dismissal.

DATE _____
(dd/mm/yyyy)

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 Secretariat 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 Secretariat.