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FAX/URGENT/AT ONCE

From: Home New Delhi

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

16 SEP 2015

No.21023/37/2015-PMA

Dated the 15th September, 2015

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of **Team Leader, P-5 at UNLB, Brindisi, Italy** for an initial period of one year with possibility of extension. :-

ADG(K)

Number of post	:	Not mentioned.
Level of Post	:	P-5, [DIG & IsG]
Organization	:	UNLB
Duration	:	12 Months (extendible)
Job Opening number	:	2015-SPC-75904-DPKO

पुलिस महानिदेशक के सहायक

21/9/15

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in the applied science, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement and community safety issues may be accepted in lieu of the advanced university degree. A degree from a certified police academy or similar law enforcement training institution is required.

IG(K)

Work Experience: A minimum of 10 years of experience in an active national law enforcement Experience in managing multi-disciplinary teams is required. Must be a senior professional police officer on active duty with the rank of Deputy Commissioner, Chief Superintendent or rank equivalent to a full Colonel. Peacekeeping or other international experience in the Un or other organizations is also required.

वर पुलिस महानिदेशक

21/9/2015

Language: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. The knowledge of French is highly desirable, knowledge of a second official UN language is an advantage. **Preference will be given to equally qualified women candidates.**

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पुलिस महानिरीक्षक (कार्मिक)
उत्तर प्रदेश
15.9.15

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- 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.
 - iii. Personal details as per **Annexure-I**.
3. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address (uspma@nic.in or sopma@nic.in).
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. It may please be ensured that the nominees are clear from Vigilance angle.
6. No direct application will be entertained.


15/9/15
(Raman Kumar)

Under Secretary to the Government of India

☎:23093443

☎:23093750/2398

✉:uspma@nic.in

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Copy to

1. Commissioner of Police ,
Mumbai, Kolkatta, Chennai and Bangalore.

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

2. SO (IT), MHA - With the request to upload the above communication on MHA website.


15/3/15

(Raman Kumar)

Under Secretary to the Government of India

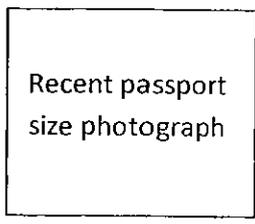
☎:23093443

☎:23093750/2398

✉:uspma@nic.in

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BIO-DATA PROFORMA



1. Name of Post applied.
2. Job opening number
3. Name of the Officer
4. Designation/Rank/organisation 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
9. Service/Cadre/Batch
10. Educational Qualification
11. Previous UN experience

Telephone No.

- a. Office
- b. Residence
- c. Mobile No
- d. Fax No.
- e. E-mail id

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

(Signature of the applicant)

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United Nations  Nations Unies

UNITED NATIONS HEADQUARTERS
LOGISTICS OPERATIONS

2015 SEP -2 P 5:49

003773

DPKO/ORQI.SUPD/2015/0973

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honour to invite its Government to nominate individual police officers in active service for appointment on secondment to the Standing Police Capacity of the Police Division, with its duty station in the United Nations Logistics Base (UNLB) in Brindisi, Italy, for an initial period of one year, with possibility of extension.

Details regarding the post for which the Secretariat is seeking qualified applicants are provided in the attached Job Opening 2014-SPC-75904-DPKO. Also attached is the "Application Procedure for Position in the Standing Police Capacity of the United Nations Police Division Requiring Official Secondment from National Governments of United Nations Member States".

The Secretariat kindly requests the Permanent Mission to submit a separate application for each nominee for each Job Opening to the Selection and Recruitment Section/Police Division/OROLSI/DPKO, DC1-0784, in accordance with the above-referenced procedures, certifying that the nominee/s meet/s the requirements in the attached Job Opening/s. Applications submitted after the deadline specified in the Job Opening will not be considered.

The Permanent Mission is also requested to confirm that selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. It is also requested to ensure that the rank of each candidate submitted is indicated on the application, if applicable. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position as described in the Job Opening.

Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified women candidates.

The Secretariat wishes to inform that the Permanent Mission of Member State that in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates placed on a roster following the selection process may be considered for posts with similar functions within a period of one year and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

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United Nations  Nations Unies

The Secretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate it nominates has not 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 or international humanitarian law. In the case of nominees who have 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 were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have 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.

The Secretariat recalls that the responsibilities of those personnel who are appointed to serve the United Nations are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

This request is being transmitted to all Member States, in compliance with General Assembly resolution 51/243 of 15 September 1997.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member State to the United Nations the assurances of its highest consideration.


2 September 2018

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United Nations Secretariat

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

VACANCY ANNOUNCEMENT NUMBER

2015-SPC-75904-DPKO

DEADLINE FOR APPLICATIONS

2 November 2015

POST TITLE AND LEVEL

Team Leader, P-5

DUTY STATION

BRINDISI

ORGANIZATIONAL UNIT

DEPARTMENT OF PEACEKEEPING OPERATIONS

INDICATIVE MINIMUM GROSS ANNUAL

U.S. Dollars 115,134.00

REMUNERATION (NOT INCLUDING POST ADJUSTMENT)

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

RESPONSIBILITIES: Under the direct supervision of the Chief of the Standing Police Capacity (SPC), the Team Leader acts as one of three principal managers in the office. The SPC is a UN Police mechanism that provides support for start-up police components in new UN peace operations, as well as assists existing operations on a continual basis. The Team Leader manages and contributes to a wide portfolio of law enforcement operational issues. S/he supervises SPC personnel, including other advisers and specialists, on matters concerning police reform, community policing, transnational organized crime, public order, police planning, crime investigation and training. Specific duties include: It is expected that the incumbent works and leads SPC police teams as well as police component in a field mission from a period varying from one week up to three months and beyond. The Team Leader will also be from time to time involved in technical and strategic assessment missions in new and current peace operations.

When at the SPC Headquarters, the incumbent, in co-operation with other Team Leaders and the Special Assistant to the Chief of the SPC, sets and monitors detailed work plans for his/her team in order to prepare SPC personnel for field assignments. S/he interacts closely with relevant Heads of Section in the Police Division, DPKO in conceptualizing and planning field assignments for SPC and identifying specific needs and challenges of police components in UN peace operations.

When deployed to the field, the incumbent manages a team to ensure the implementation of SPC's specific terms of reference for its assignments, both during the start-up phase of police components in new UN peace operations and while assisting police components in existing operations. Under the direction of the Chief/SPC, the incumbent works to infuse the relevant Security Council resolutions, policies and directives of DPKO as well as the applicable Terms of Reference in all aspects of SPC's work and identifies and ensures the implementation of best police practices into the day-to-day activities of his/her team. From the perspective of police operational issues, the incumbent provides advice, assistance and expertise on building national law enforcement institutions and capacity, including, among others, police patrols, investigations, searches and seizures, community policing, crowd control management, and emergency services. It is also expected from the incumbent to manage a team while at the HQ up to a large team of staff including non-SPC staff members when deployed in the field.

COMPETENCIES:

Professionalism: competency and mastery of policing activities, including theories and techniques in law enforcement, community safety and capacity-building; conscientious and efficient in meeting commitments, observe deadlines and focuses on achieving results; persistent when faced with difficult problems and challenges; excellent conceptual, analytical and evaluative skills and able to conduct research and analysis; understanding of the functioning and needs of international policing operations in conflict and post-conflict environments, including familiarity of the concepts of conflict prevention, conflict resolution and peace-building; knowledge of capacity-building from the perspective of law enforcement, development and other rule of law matters. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

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; assesses 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. **Leadership:** Serves as a role model that other people want to follow; empowers others to achieve organizational goals; solicits input by developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of organisations and 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. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports staff when they make mistakes; actively supports the development and career aspirations of staff; appraises performance fairly.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement and community safety issues may be accepted in lieu of the advanced university degree. A degree from a certified police academy or similar law enforcement training institution is required.

Work Experience: A minimum of 10 years of experience in an active national law enforcement. Experience in managing multi-disciplinary teams is required. Must be a senior professional police officer on active duty with the rank of Deputy Commissioner, Chief Superintendent or rank equivalent to a full Colonel. Peacekeeping or other international experience in the UN or other organizations is also required.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. The knowledge of French is highly desirable. Knowledge of a second official UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 2 September 2015

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

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**APPLICATION PROCEDURES FOR POSITIONS IN
THE STANDING POLICE CAPACITY OF THE UNITED NATIONS POLICE
DIVISION
REQUIRING OFFICIAL SECONDMENT FROM
NATIONAL GOVERNMENTS OF MEMBER STATES OF THE UNITED NATIONS**

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to posts requiring secondment from active Police service, which are open for recruitment within the Standing Police Capacity of the United Nations Police Division, with its duty station in the UNLB in Brindisi, Italy. 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 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. Applications received after the deadline specified in each Job Opening will not be considered.**
2. All applications must be submitted on a duly completed (typed) and signed United Nations Personal History Form (P. 11) or printed Personal History Profile (PHP). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. or PHP. For the convenience of the Permanent Missions a P. 11. form is enclosed as a sample to be photocopied as needed. Also enclosed is the P.11 supplementary sheet and the Employment and Academic Certification (EAC) form.
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. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date of the Job Opening, under cover of a Note Verbale listing the names of the candidates and the corresponding vacancy announcements.
5. Applications must be hand-delivered by Permanent Missions to the Selections and Recruitment Section of the Police Division, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at DC1, 7th Floor, Room: 784 in accordance with the specific directions in the relevant Note Verbale.
6. Upon delivery of the applications, the Selections and Recruitment Section will knowledge the receipt to the individual making the delivery.
7. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

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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				

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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

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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.

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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

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

DESCRIPTION OF YOUR DUTIES:

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B. PREVIOUS POSTS (IN REVERSE ORDER):

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						

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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.

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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		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:						

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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						