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11/1/16

D4-1.27C58/15

FAX/URGENT/AT ONCE

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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

01 JAN 2016

No.21023/52/2015-PMA

Dated the 31 December, 2015

Subject : - **Job Opening : Deputy Police Commissioner for Deployment of Haitian National Police (HNP) (D-1) in MINUSTAH (Job Opening No. 2015-MINUSTAH-51692-DPKO)**

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of **Deputy Police Commissioner for Deployment of Haitian National Police (HNP) (D-1) in MINUSTAH** for an initial period of 12 months (extendible) :-

ADG(K)

Number of post	:	Not mentioned.
Level of Post	:	D-1, IsG/Addl DG
Organization	:	MINUSTAH
Duration	:	12 Months (extendible)
Job Opening number	:	2015-MINUSTAH-51692 DFPKO

पुलिस महानिदेशक के सहायक

QUALIFICATIONS:

06/1/16

Education: Advanced university degree (Masters or equivalent) in law, police management, business or public administration, human resources management, finance, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Education from a police academy is required.

Experience: Minimum of 15 years of progressive and active policing service/experience both at the field and national headquarters level; 11 years of active police experience at senior policy making level, with extensive strategic planning and management experience; minimum command level experience of running a department, a region or a state level police units. Highly developed advisory, coaching/mentoring skills, In-depth planning (strategic and operational) and organizational skills especially working in a multicultural environment. Ability to meet minimum requirements for assignment to UN Police operations (i.e. language proficiency and driving skills). Excellent Physical and mental conditions (fulfilling all UN medical requirements)

IG(K)

अपर पुलिस महानिदेशक (कार्मिक)

06/1/2016

16653

Language: Proficiency in French and English languages (both oral and written) is required. **Preference will be given to equally qualified women candidates.**

Sen. I

Contd..P/2-

पुलिस महानिरीक्षक (कार्मिक)

उत्तर प्रदेश 7.1.16

2. It is requested that nomination of **eligible and willing officer** of the level of **IsG/Addl DG (D-1)** may be submitted to this Ministry by **15th January, 2016** along with the following documents duly completed in all respect:-

- 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 **Designated Authority of Force**.

Note: - On scrutiny of nominations received, it has been observed that the EAC is submitted without the signature of Designated Authority of concerned Force resulting 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.

- 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.


(Raman Kumar)

Under Secretary to the Government of India

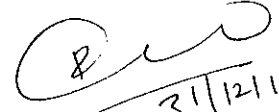
☎:23094009

☎:230934009

✉:uspma@nic.in

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.


31/12/15-

(Raman Kumar)

Under Secretary to the Government of India

☎:23093443

☎:23093750/2398

✉:uspma@nic.in

BIO-DATA PROFORMA

Recent passport
size photograph

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)

UNITED NATIONS HEADQUARTERS
CODE CABLE OPERATIONS

2015 DEC 22 P 6:44

United Nations  Nations Unies

POSTAL ADDRESS-ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017
CABLE ADDRESS-ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

P.1/16

005902

DPKO/OROLSI/PD/2015/1327

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 of one year to the United Nations Organization Stabilization Mission in Haiti (MINUSTAH), for the position of Deputy Police Commissioner for the Development of the Haitian National Police (D-1). Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the posts for which the Secretariat is seeking qualified applicants are provided in the attached Job Opening/s#2015- MINUSTAH -51692- DPKO. Also attached are the "Application procedures for professional contracted positions in United Nations Police components in Peacekeeping Operations or Special Political Missions 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/s to the Selection and Recruitment Section/ Police Division/OROLSI/DPKO, DCI building, 7th floor, room 0776, in accordance with the above-referenced procedure, certifying that the nominee/s meet/s the requirements in the attached Job Opening/s. Applications submitted after the deadline specified in the Job Openings 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. 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/s.

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

Handwritten signatures and initials:
Jk (over)
Pm
msa
y

P-2/16

United Nations Nations Unies

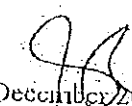
PORTAL ADDRESS-ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017
CABLE ADDRESS-ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

The Secretariat wishes to inform 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.

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 in United Nations peacekeeping or special political missions 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.

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.


22 December 2015

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 peacekeeping operations.*

Post title and level	MINUSTAH Deputy Police Commissioner for Development of the Haitian National Police (HNP), D-1
Organizational Unit	United Nations Stabilization Mission in Haiti
Duty Station	Haiti
Reporting to	SRSR through Principal DSRSG
Duration	12 Month (extendible)
Deadline for applications	25 January 2016
Job Opening number	2015- MINUSTAH -51692 DPKO

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

RESPONSIBILITIES:

Under the overall supervision of the Principal Deputy Special Representative of the Secretary General (PDSRSG), and within the limits of delegated authority, the MINUSTAH Deputy Police Commissioner for Development is responsible for institutional reform and development of the Haitian National Police (HNP) and will report on reform progress commensurate with relevant Security Council Resolutions. The incumbent provides leadership to UN Police units that contribute to the overall HNP Reform agenda. Within limits of delegated authority, the incumbent will be responsible for, but not limited to, the performance of the following duties:

- In close collaboration with the Director General of the HNP, conceptualize, plan and implement institutional reform of the HNP.
- Advising the MINUSTAH Police Commissioner and other UN mission leadership on issues related to the implementation of the mandate of the police component and provide regular reports on key issues and work program implementation
- Plan for and mobilize the resources both from the HNP Consolidated Budget and donor sources to facilitate the establishment of an effective administrative and logistic support structure.
- Manage the integration and coordination of the bilateral projects and support in the overall framework of HNP programs and initiate the development of bilateral activities that support the achievement of HNP capacity building objectives.
- In close collaborations with the Director General of the HNP, formulate and implement the substantive work programme of the HNP. Oversee the management of activities undertaken by the HNP, ensure that programmed activities are carried out in a timely fashion and co-ordinate work in the different areas both within the Police, and with other organizations of the Government and United Nations System as appropriate.
- Through the administrative and support capabilities of the HNP, facilitate the provision of capital infrastructure, personnel, training, vehicles and equipment, communications, systems and policies for the full spectrum of service-delivery responsibilities of HNP.
- Provide executive support and financial oversight of the HNP program and its resources.

- Participate in international, regional or national meetings and provide programmatic/substantive expertise on an issue, or hold programmatic/substantive and organizational discussion as with representatives of other institutions.
- Regularly consult and collaborate with UN agencies, international and national NGOs, judicial offices, correction offices, humanitarian, human rights, bilateral/multilateral donors, members of civil society, and members of the national government on police development and administration requirements relevant to the UN mandate
- Assist in the development and implementation of the capacity enhancement and overall institutional development plans for the local enforcement agencies through a wide ranging consultation process which will engage international and national partners;
- Assessing the needs of the HNP (Haitian National Police) in the areas of responsibility in close coordination with national actors, UN systems partners and contribute to the development of bilateral aid/support proposals.
- Regularly communicates and liaise with the UN Police Adviser of the Police Division, DPKO on the execution of the mandate.
- Performing such other functions as are consistent with the mandate provided by the Security Council Resolution and as may be required by the SRSG, relating to the management of the UN police component; and
- Assume the duties and responsibilities of the Police Commissioner in his/her absence;

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. Strong negotiation and conflict-resolution skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Client orientation: 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 and setbacks in projects; meets time line for delivery of products or services to clients.

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.

Judgement/Decision-making: identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

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

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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.

QUALIFICATIONS:

Education: Advanced university degree (Masters or equivalent) in law, police management, business or public administration, human resources management, finance, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Education from a police academy is required.

Experience: Minimum of 15 years of progressive and active policing service/experience both at the field and national headquarters level; 11 years of active police experience at senior policy making level, with extensive strategic planning and management experience; minimum command level experience of running a department, a region or a state level police units. Highly developed advisory, coaching/mentoring skills, In-depth planning (strategic and operational) and organizational skills especially working in a multicultural environment. Ability to meet minimum requirements for assignment to UN Police operations (i.e. language proficiency and driving skills). Excellent Physical and mental conditions (fulfilling all UN medical requirements)

Rank: Rank required for a D-1 is Senior Chief Superintendent of Police, Police Commissioner, Inspector General, equivalent to general in the military or higher rank.

Language: Proficiency in French and English languages (both oral and written) is required

Preference will be given to equally qualified women candidates.

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

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**APPLICATION PROCEDURES FOR PROFESSIONAL CONTRACTED
POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING
OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL
SECONDMENT FROM NATIONAL GOVERNMENTS OF UN MEMBER STATES**

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates to professional posts requiring secondment from active police services, which are open for recruitment within UN peacekeeping operations or special political missions. 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 only 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 but not later than deadline specified in each Job Opening announcement. Applications received after the deadline will not be considered.
2. All applications must be submitted in a duly completed typed (not hand-written) and signed United Nations Personal History Form (P-11) along with Academic and Employment Certification Form (attachment to P-11 form). Applications using other formats will not be accepted, but additional information may be attached to the P. 11. For the convenience of the Permanent Mission, a P-11 form and attachment are enclosed as samples to be photocopied as needed.
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. In accordance with the new 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 self-attestation must be attached to the P-11 form and contain the following wording: **I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in any violation of human rights law or international humanitarian law.** The applications without signed individual self-attestations will not be accepted.
5. Permanent Mission are requested to present their candidates in one single submission, in accordance with the deadline date specified in the Job Opening, under cover of a note verbale listing the names of the candidates, post title(s) they are nominated for and the corresponding vacancy announcements.
6. Applications must be hand-delivered by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peacekeeping Operations at 1 UN Plaza, 7th floor, room DC1 -0776, in accordance with the specific directions in the relevant Note Verbale.
7. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
8. Communication regarding this process will be through the Permanent Mission only. The Secretariat will not entertain personal queries from individual applicants.

September 2015

UNITED NATIONS

Employment and Academic Certification

Attachment to Personal History Profile (P11)

P-7/18

TO BE COMPLETED BY CANDIDATE:

Personal Data:

Family Name:	Given name:	Middle names:	Gender: MF
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, Advisee)	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.

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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:

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		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:		REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES:				

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B. PREVIOUS POSTS (IN REVERSE ORDER)

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				

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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.

EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

P-15/16

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 STARTING FINAL		EXACT TITLE OF YOUR POST
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 STARTING FINAL		EXACT TITLE OF YOUR POST
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 STARTING FINAL		EXACT TITLE OF YOUR POST
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 STARTING FINAL		EXACT TITLE OF YOUR POST
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				

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FROM	TO	SALARIES PER ANNUM	EXPENSES FOR YOUR POST

P.11/C (8.00)