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29/4/16

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(1)

**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

**29 APR 2016**

**No.21023/20/2016-PMA**

**Dated the 28 April, 2016**

**Subject:- Job opening : Police Chief of Operations (P-4) in the United Nations Mission in the Republic of South Sudan (UNMISS).**

UNDPKO through PMI to UN has sought the nomination of Police Chief of Operations (P-4) in the United Nations Mission in the Republic of South Sudan (UNMISS) for a period of 01 year (extendible):-

Number of post	:	Not mentioned.
Level of Post	:	P-4 [SP/DIG]
Organization	:	UNMISS
Duration	:	12 Months (extendible)

785 (K)

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पुलिस महानिदेशक के कार्यालय

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अपर पुलिस महानिदेशक (कार्मिक)

प.प्र.०, लखनऊ

10/5/2016

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अपर पुलिस महानिदेशक/  
पुलिस महानिरीक्षक (कार्मिक)

उत्तर प्रदेश 10.5.16

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

2. It is requested that nomination of **eligible and willing officer** of the level of **SP/DIG (P-4)** may be submitted to this Ministry by **23<sup>rd</sup> May, 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 local authority.

**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 at [uspma@nic.in](mailto:uspma@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

☎:23094009

✉: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 through State Government only.

2. SO (IT), MHA - With the request to upload the above communication on MHA website including ' **what's new**'.
3. US (IPS-IV) – for uploading on Intra IPS portal



**( Raman Kumar)**

Under Secretary to the Government of India

☎:23094009

☎:23094009

✉:uspma@nic.in

**Annexure**

Recent passport  
size photograph

**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  
(IPS-Cadre & Year/If Non-IPS, the entry level)
  9. Service/Cadre/Batch
  10. Present Designation/Rank in Indian Police/CAPFs i.e. Dy SP/ASP/SP/SSP/DIG/IsG/Addl DG/Spl DG/DG and specifying the level i.e. P-3,4,P-5, D-1 and D-2.
  11. Specify the ranks equal to Police organization where the designations indicated as **Assistant Director, Joint Dy Director, Deputy Director, Spl Director & Director**, etc.
  12. Pay Scale with Grade Pay
  13. Educational Qualification
  14. 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

*Job Opening for Position requiring official secondment from national governments of Member States of the United Nations Organization*

Post title and level	<b>Police Chief of Operations, P-4</b>
Organizational Unit	<b>United Nations Mission in the Republic of South Sudan</b>
Duty Station	<b>Juba</b>
Reporting to	<b>Deputy Police Commissioner</b>
Duration	<b>12 Month (extendible)</b>
Deadline for applications	<b>30 May 2016</b>
Job opening number	<b>One (1)</b>

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

## RESPONSIBILITIES

In compliance with the mission mandate and under the supervision and substantive guidance of the Deputy Police Commissioner (DPC), the Police Chief of Operations will be responsible for, but not limited to, the performance of the following duties:

- Line management and supervision of the Formed Police Unit (FPU) Coordinator in support of Protection of Civilians activities and Mission needs; ensuring the appropriate deployment of FPUs across South Sudan in support of the mission and effective delivery of services and duties by the FPUs in support of the mandate implementation; and liaison with the UNMISS Military Component on operational coordination and security support;
- Ensuring the operational effectiveness and efficiency of all UNPOL reporting and mission operations reporting including UNPOL Tactical Operations Centre (TOC) and integrated Joint Operations Centre (JOC), State Operations Centres (SOCs), Joint Logistics Operations Centre (JLOC), Joint Mission Assessment Centre (JMAC) and any other mission reporting, monitoring or analysis centre requiring integration with or support from UNPOL;
- Overseeing, supervising, coordinating, monitoring, accountability and time on duty accountability for all UNPOL assigned to the above sections, and ensuring all assigned personnel perform effectively and in the best interest of UNPOL;
- Management and monitoring of all Liaison Officers allocated to the above; ensuring and reinforcing their affiliations and work related support to the needs of UNPOL;
- Management and monitoring of staff allocated as Liaison Officers within the SSNPS Emergency Call Centre known as '777' in accordance with the revised Mandate 2187 and within approved UNPOL CONOPS;
- Effective delivery of services and duties by the units in support of mandate implementation, liaison with the UNMISS Military Component on operational coordination and security support;

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- Develop strong working relationships with internal and external partners linked to operational tasking and coordination, including United Nations Department of Safety and Security, Force, United Nations Country Teams, Non-Government Organisations, the South Sudanese National Police Service and others as necessary;
- Monitoring and assessing all mandated UN Police operations in the mission area and ensuring there is accurate documentation and timely reporting of all operations and accountability measures;
- Ensure the sharing of information related to the security environment in the mission area, and specifically, in regards to ongoing UNPOL operations;
- Liaising with all concerned parties concerning monitoring, documentation and reporting of all operational matters;
- Providing accurate reports, analysis, and statistics on significant operational issues of interest as needed by the Mission;
- Answering to the Deputy Police Commissioner on mandated tasks, goals and objectives;
- Maintaining close cooperation with counterparts in the JOC and JMAC, including Civilian, UN Security and Military components;
- Developing and monitoring compliance with Standard Operating Procedures (SOP) and Directives relating to critical incident response, evacuation, and emergency procedures, including the regular testing and exercising of such plans;
- Perform any other duties and assume other responsibilities as may be directed by the UNMISS Police Commissioner through the established chain of command.

### 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. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement, public order policing, experience in planning, development and implementation of policing guidance, operational orders; ability to apply technical expertise to resolve police related issues and challenges; strong organizational skills and a demonstrated ability to establish priorities and to plan, coordinate, and monitor 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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way

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communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Excellent report writing skills.

- **Teamwork:** Ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and joint responsibility for team shortcomings.

#### **QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: Law, Law Enforcement, Security, Criminal Justice, Administration, Business or Public Administration, Development Studies (particularly in law enforcement) or other relevant field. A first level university/bachelor degree with a combination of relevant professional level experience in law enforcement, including police operations and administration, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

#### **Work Experience:**

At least 7 years (9 years in absence of advanced university degree) of progressive and active relevant service/experience at the field (region/district) and/or at the national headquarters level, including direct supervisory/command experience in police operations, experience in organizational and resource management, strategic planning and policy development.

**Rank:** Lieutenant-Colonel/Superintendent of Police or other service equivalent or higher.

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

Preference will be given to equally qualified women candidates.

Date of Issuance: 20 April 2014

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

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 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.

P5716

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, 7<sup>th</sup> 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.

December 2014

PC/16



# 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-mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgl, Advisor)	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:

Empty box for 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.

**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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**INSTRUCTIONS**

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.

UNITED  NATIONS

Do not Write in This Space

**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  Married  Separated  Widow(er)  Divorced

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  NO   
 (b) Are there any limitations on your ability to engage in all travel? YES  NO

11. Permanent address: \_\_\_\_\_ 12. Present address: \_\_\_\_\_ 13. Office Telephone No. ( ) \_\_\_\_\_  
 Telephone No. ( ) \_\_\_\_\_ Telephone/Fax No. ( ) \_\_\_\_\_ 14. Office Fax No. ( ) \_\_\_\_\_  
 E-mail: \_\_\_\_\_

15. Do you have any dependent children? YES  NO  If the answer is "yes", give the following information:

Name of Children	Date of Birth (day/mo/year)	Place of Birth	Nationality	Gender

15. (a) Name of Spouse: \_\_\_\_\_

16. Have you taken up legal permanent residence status in any country other than that of your nationality? If answer is "yes", which country? YES  NO

17. Have you taken any legal steps towards changing your present nationality? If answer is "yes", explain fully. YES  NO

18. Are any of your relatives employed by a public international organization? 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  NO

21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES  NO  If so, when? \_\_\_\_\_

22. KNOWLEDGE OF LANGUAGES. What is your mother tongue? \_\_\_\_\_

OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Equally	Not Easily	Equally	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  
 Indicate speed in words per minute

	English	French	Other languages
Typing			
Shorthand			

List any office machines or equipment and computer programmes you use.

NAME, PLACE AND COUNTRY <small>Please give complete address.</small>	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 <small>Please give complete address.</small>	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. Start 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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P12/16

UNITED NATIONS



NATIONS UNIES

UNITED NATIONS ELECTRONIC MESSAGING SERVICE

UNITED NATIONS HEADQUARTERS

NEW YORK

DATE: 2016/04/20 16:32:11

TO: PERMANENT MISSION OF  
INDIA TO THE U.N.  
NEW YORK  
PMIN,

FAX #: 12124909656

FROM: Electronic Messaging Unit  
DM/OICT  
New York, NY 10017, USA  
12129636313  
12129634879

SUBJECT: D1919

CUST REF: D1919

TOTAL NUMBER OF PAGES (INCLUDING THIS PAGE): 17

Note: If transmission is not received in good order, call 1-212-963-6313.

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:
NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:					REASON FOR LEAVING:	
DESCRIPTION OF YOUR DUTIES						
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						
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.11 (7-03)-E  
 2/13/16



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**

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 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:
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FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
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