



Attach recent photograph here	<p><b>IMPORTANT</b></p> <p>Please answer each question completely. Type or print in dark ink. Additional (A4) pages may be attached to the form, if necessary. You may be requested to supply documentary evidence supporting the statements below. Do not attach any such documents now.</p> <p>If your qualifications meet ICC's needs, this form will be retained in our active files for one year. Please keep us advised of any changes in contact information during this period.</p>	<p style="text-align: center;"><i>Do not write in this space</i></p> <p><b>Date received:</b></p>
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1 Family name (surname)		First/other names			Mr/Mrs/Ms/Miss	Maiden name, if any	Sex
Date of birth	Day	Month	Year	Place and country of birth			Present nationality
Has your nationality ever been changed or is it in the process of being changed?		<input type="checkbox"/> No <input type="checkbox"/> Yes (give details)					
Height m	Weight kg	Marital Status					
		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced					
Permanent Address				Present Address		Telephone	
						E-Mail (if available)	

2 Give names of spouse and any dependants:					
Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Give details of any near relatives who are employed by ICC or any other international organisations.		
Name	Relationship	International Organisation

3 For what type(s) of work do you wish to be considered?	If applying for a vacancy announcement, state ref. no.
Check period(s) of employment you would accept	<input type="checkbox"/> Fixed-term (one year or more) <input type="checkbox"/> Short-term (less than one year)

<b>4 LANGUAGE KNOWLEDGE</b> For languages <u>other than mother tongue</u> , enter appropriate number from code below to indicate level of your language knowledge. CODE: 1. Limited conversation, reading of newspapers, routine correspondence. 2. Engage freely in discussions, read and write more difficult material. 3. Speak, read and write (nearly) as in mother tongue.	Type an asterisk next to your mother tongue	SPEAK	READ	WRITE
	English			
	French			

5 <i>For clerical posts only</i> Indicate speed in words per minute				List any office machines or equipment with which you are experienced
	English	French	Other languages	
Typing				
Shorthand				

6 **EDUCATION** Give full details in chronological order. Give the exact name of the institution and title of degrees/certificates. Exclude primary/secondary school if you have a university degree or equivalent. Include courses and/or postgraduate studies in your professional or related field.

From Month/year	To Month/year	Institution (name, place, country)	Certificates, Degrees obtained	Main course of study

7 **EMPLOYMENT RECORD.** Starting with your present or most recent post, list in reverse order all positions held. Use a separate block for each post, also including service in the armed forces and note any period during which you were not gainfully employed. Attach additional pages if necessary.

7.1 **PRESENT OR MOST RECENT EMPLOYMENT**

Period (Month/Year)		Annual Income		Exact title of your post
From	To	Starting	Most recent	Type of business
Give details of substantial allowances or fringe benefits (if any)				Number and type of employees supervised by you, if any
Name and address of employer				Name and title of supervisor
				Telephone and email of supervisor
Reason for wishing to change employment				
Description of your duties and responsibilities:				

7.2

Period (Month/Year)		Annual Income		Exact title of your post
From	To	Starting	Most recent	Type of business
Give details of substantial allowances or fringe benefits (if any)				Number and type of employees supervised by you, if any
Name and address of employer				Name and title of supervisor
				Telephone and email of supervisor
Reason for leaving				
Description of your duties and responsibilities:				

7.3

Period (Month/Year)		Exact title of your post		
From	To	Type of business	Number and type of employees supervised by you, if any	
Name and address of employer		Name and title of supervisor		Telephone and email of supervisor
Reason for leaving				
Description of your duties and responsibilities:				

7.4

Period (Month/Year)		Exact title of your post		
From	To	Type of business	Number and type of employees supervised by you, if any	
Name and address of employer		Name and title of supervisor		Telephone and email of supervisor
Reason for leaving				
Description of your duties and responsibilities:				

7.5

Period (Month/Year)		Exact title of your post		
From	To	Type of business	Number and type of employees supervised by you, if any	
Name and address of employer		Name and title of supervisor		Telephone and email of supervisor
Reason for leaving				
Description of your duties and responsibilities:				

8 State any additional skills (particularly in the field of computing) and any relevant facts that might help to evaluate your application.

9 If you are now holding or if you have held a fellowship, state the place, date and duration of fellowship, and by whom it was awarded.

10 If you have ever been found guilty of the violation of any law (except minor traffic violations) give full particulars.

11 Can a copy of your personal history form be transmitted to:	<input type="checkbox"/> Other UN Orgs.	<input type="checkbox"/> National govt. (including yours)	<input type="checkbox"/> Other
Employment by an International Organization may require assignment and travel to any area. If you have any disabilities or reservations, which may restrict your activities in this respect, give details. Employment is subject to medical examination.			

12 **REFERENCES.** List three persons not related to you who are familiar with your character and qualifications.  
*Do not repeat names of supervisors listed under "Employment record".*

Name	Full address (telephone, fax, e-mail if known)	Occupation, business, title

13 Have you any objections to our making inquiries of your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you presently in Government employ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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14 If you are offered an appointment, how soon thereafter can you report for duty?

15 I certify that the statements made by me on this form are true, complete and correct. I understand that any false statement or required information withheld may provide grounds for the withdrawal of any offer of appointment or the cancellation of any contract of employment with the Organization.

Date and place: \_\_\_\_\_ Signature: \_\_\_\_\_

Please refer to the Employment page of ICC's website ([www.unicc.org](http://www.unicc.org)) for details on how to apply