


<p style="text-align: center;">INSTRUCTIONS</p> <p>Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.</p>	 PERSONAL HISTORY	Do not Write in This Space
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1. Family name	First name	Other names	Maiden name, if any
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2. Date of birth	3. Place of birth	4. Nationality at birth	5. Present nationality	6. Sex
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7. Height	8. Weight	9. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>		
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10. Entry into the World Tourism Organization might entail assignment and travel to any area of the world in which the Organization might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel?

YES NO If "Yes", please describe.

11. Permanent address	12. Present address	13. Telephone numbers	
		Permanent	Present
		14. E-mail address	

15. Have you any dependants? YES NO If answer is "Yes", please give the following information:

NAME	Age	Relationship	NAME	Age	Relationship

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

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

18. Are any of your relatives employed by a public international organization? YES NO
 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 <input type="checkbox"/> NO <input type="checkbox"/>	21. Have you previously submitted an application for employment with UNWTO? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?
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22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?

OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

23. List of any computer programmes, office machines or equipment you use

For clerical grades only		English	French	Other languages
Indicate speed in words per minutes	Typing			
	Shorthand			

24. EDUCATION. Give full details – N.B. *Please give exact name of institution and titles of degrees in original language. Please do not translate or equate to other degrees.*

A. University or equivalent

Name, place and country	Years attended		Degrees and academic distinctions	Main course of study
	from	to		

B. School or other formal training or education from age 14 (e.g., high school, technical school or apprenticeship)

Name, place and country	Type	Years attended		Certificate or diplomas obtained
		from	to	

25. List of professional societies and activities in civic, public or international affairs

26. List of 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.

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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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 :
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 :
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 :
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 :
DESCRIPTION OF YOUR DUTIES				

28. Have you any objections to our making inquiries of your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>		
29. Are you now, or have you ever been, a permanent civil servant in your government's employ? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "Yes", when?		
30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under item 27</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
I.		
II.		
III.		
31. State any other relevant facts. Include information regarding any residence outside the country or 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 <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
33. 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 United Nations renders a staff member of the World Tourism Organization liable to termination or dismissal.		
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 or references unless they have been obtained for the sole use of the Organization.		
Applications will not, as a general rule, be valid or retained by the World Tourism Organization for more than two years from date of receipt. While you may rest assured that your candidature will be carefully examined, <u>receipt of this form will not be acknowledged, and any further correspondence will be initiated by the UNWTO.</u> Vacancy announcements require confirmation of interest.		