IAEA
International Atomic Energy Agency

Personal History

INSTRUCTIONS	Please do not write in this space
Please provide a cover letter along with your completed Personal History form. Please answer each question clearly and completely. Read carefully and follow all directions. TYPE OR PRINT IN INK.	

1. POST(S) APPLIED FOR (or preferred field of work):

PERSONAL INFORMATION

2. Family Name

3. First & Middle Name

4. Maiden Name, if any

5. Date of Birth (yyyy/mm/dd)

6. Place of Birth

7. Marital Status

8. Gender

9. Nationality at Birth

10. Present Nationality

11. Second Nationality, if any

CONTACT INFORMATION

12. Permanent Address (Street, City, Country)

13. Current Home Telephone No.

14. Present Address (Street, City, Country)

15. Work Telephone No.

16. E-Mail Address

17. Mobile Telephone No.

18. EDUCATION - Give exact names of institutions and titles of degrees above secondary school, as they appear in the diploma(s). Please do not translate or equate to other degrees.

Month/Year attended		Degrees and Academic Distinctions	Main Course of Study	Name, Place and Country
from	to			

Please indicate if any of the studies specified above was not finished or is in progress and give reasons for any overlaps of study periods. If you wish, provide any other information regarding your education that you consider relevant:

19. **EMPLOYMENT RECORD** - **Starting with your most recent post, list in reverse order every appointment 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	**To**	**Exact title of your post:**
		Type of business:
Name, address and phone number of present employer:		
Name and title of present supervisor:		
Have you any objections to our making enquiries of your present employer? Yes / No		
Number and kind of employees supervised by you:		**Reason for leaving:**
Total annual net income (after deduction of tax):		
DESCRIPTION OF YOUR DUTIES:		

From	**To**	**Exact title of your post:**
		Type of business:
Name, address and phone number of employer:		
Number and kind of employees supervised by you:		**Reason for leaving:**
Total annual net income (after deduction of tax):		
DESCRIPTION OF YOUR DUTIES:		

From	**To**	**Exact title of your post:**
		Type of business:
Name, address and phone number of employer:		
Number and kind of employees supervised by you:		**Reason for leaving:**
Total annual net income (after deduction of tax):		
DESCRIPTION OF YOUR DUTIES:		

From	To	Exact title of your post:
		Type of business:

Name, address and phone number of employer:

Number and kind of employees supervised by you:	Reason for leaving:

Total annual net income (after deduction of tax):

DESCRIPTION OF YOUR DUTIES:

20. If you have had more jobs, please describe them below. Also, provide reasons for any overlaps of work periods.

21. DEPENDANTS - If you have dependants give the following information:

Name	Date of Birth (Year/Month/Day)	Relationship	Name	Date of Birth (Year/Month/Day)	Relationship

If you wish, provide any other information regarding your dependants that you consider relevant:

22. KNOWLEDGE OF LANGUAGES:

What is your mother tongue?

Please specify other languages you know and indicate your level of knowledge by using the following keys: LIMITED (LIM) = Limited conversation, reading of newspapers, routine correspondence. WORKING KNOWLEDGE (WK) = Engage freely in discussions, read and write more complex material. FLUENT (FL) = Speak, read and write nearly as well as mother tongue.

No.	Language	Speak	Read	Write
1.		☐	☐	☐
2.		☐	☐	☐
3.		☐	☐	☐
4.		☐	☐	☐
5.		☐	☐	☐
6.		☐	☐	☐
7.		☐	☐	☐
8.		☐	☐	☐

23. PUBLICATIONS (for professional or scientific posts only)
List any significant publications you have written.

24. OFFICE SKILLS (For clerical posts only) - Indicate speed in words per minute. Add other languages if necessary.

Typing	**English**				

List special clerical/secretarial skills you possess and any office machine or equipment you can use:

25. COMPUTER SKILLS

Please indicate and comment on your computer knowledge in the areas listed below. When indicating your level of knowledge, use the following keys: FAIR = limited experience. WORKING KNOWLEDGE = regular use of the software and ability to apply it to meet the requirements of the job. PROFICIENT = advanced user; able to perform complex tasks. If you have no knowledge of any area, leave the corresponding field blank.

Word Processing:

Spreadsheets:

Presentation/Desktop publishing:

Databases:

Internet:

E-Mail/Communication:

Programming:

Other software:

Computer hardware/Special equipment:

26. List membership in professional societies and activities in civic, public or international affairs.

27. MISCELLANEOUS

Have you taken up legal permanent residence status in any country other than that of your nationality? Yes / No

Have you taken any legal steps towards changing your present nationality? Yes / No

If the answer to either question is yes, explain fully:

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.

State any other relevant facts. Include information regarding any residence outside the country of your nationality.

Where did you learn about job opportunities at the IAEA?

28. WORK CONDITIONS

Have you previously worked for the IAEA? Yes / No

If so, enter personnel number:

Have you previously submitted an application for employment with the IAEA? Yes / No

If so, when?

Would you accept employment for less than six months? Yes / No

29. Are any of your relatives employed by IAEA or any other international organization? Yes / No

If the answer is yes, give the following information:

Name	Relationship	Name of international organization

Entry into the service of the International Atomic Energy Agency may entail assignment and travel to any area of the world in which the Agency might have responsibilities. If you have any disabilities which might limit your prospective field of work or your ability to travel by air, please describe:

30. REFERENCES - List three persons, not related to you, who are familiar with your character and qualifications. DO NOT repeat names of supervisors listed in the employment record.

Full name	Full address, phone number and e-mail address	Business or occupation

31. IMPORTANT - Please provide any other information that you consider important for the evaluation of your candidature:

32. I certify that the statement made by me in answer to the foregoing questions is 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 IAEA renders a staff member of the IAEA liable to termination or dismissal.

Date: ---------- **Signature:** ----------

N.B. You may 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 Agency 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 Agency. While you may rest assured that your candidature will be carefully examined, receipt of this form will not necessarily be acknowledged. Any further correspondence will be initiated by the Agency.

THE MAXIMUM PERIOD OF VALIDITY FOR A PERSONAL HISTORY FORM IS TWO YEARS