

記入上の注意

Please answer each question
clearly and completely.
Type or print in ink. Read carefully
and follow all direction.

UNITED



NATIONS

PERSONAL HISTORY

Junior Professional Officer Programme

Do Not Write In This
Space

1. NAME: Family Name First Name Middle Name Maiden name, if any

2. DATE OF BIRTH Day / Mo. / Yr.

3. PLACE OF BIRTH

4. NATIONALITY AT BIRTH

5. PRESENT NATIONALITY

6. SEX

3. 都市名および国名:

例) Tokyo, Japan

4/5. 国籍:

複数の国籍を有する(有していた)場合は全て記入

6. 性別:

Male/Female 等

7. MARITAL STATUS:

Single ☐

Married ☐

Separated ☐

Widow(er) ☐

Divorced ☐

8. PERMANENT ADDRESS:

9. PRESENT ADDRESS (if different)

10. EMAIL ADDRESS

11. TELEPHONE NUMBER(S)

8. 連絡可能な住所:

12. 実家の住所等, 連絡が可能な住所を記入
(連絡ができない本籍は書かない)。

If the answer is "yes", give the following information:

NAME

Date of Birth

Relationship

NAME

Date of Birth

Relationship

13. HAVE YOU TAKEN UP LEGAL PERMANENT RESIDENCE STATUS IN ANY COUNTRY OTHER THAN YOUR NATIONALITY?

YES ☐ NO ☐ If answer is "yes", which country?

14. HAVE YOU TAKEN UP ANY LEGAL STEPS TOWARDS CHANGING YOUR PRESENT NATIONALITY?

YES ☐ NO ☐ If answer is "yes", explain fully:

15. 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

16. WHAT IS YOUR PREFERRED FIELD OF WORK?

17. HAVE YOU PREVIOUSLY SUBMITTED AN APPLICATION FOR EMPLOYMENT WITH THE UN? If so when?

17. 国連への応募歴: 国連に応募したことがある場合は、YPP も含め記入。

JPO 試験への過去の応募は記入しない。

例) "Yes, UNHCR April/2017" "Yes, 2017 YPP POLNET"

18. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
18. 語学レベル: 'What is your mother tongue?'の横に <u>Japanese</u> 等を記入。								
	READ		WRITE		SPEAK		UNDERSTAND	
OTHER LANGUAGES	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
18. 語学レベル: OTHER LANGUAGES 欄には、English を筆頭に、知識のある言語を記入し、能力部分に「レ」または「×」を記入。 言語能力は面接の際に試される場合があるため、実力を反映した内容で記入する。								
19. 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		ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED		MAIN COURSE OF STUDY		
		Mo./Year	Mo./Year					
19. A. 学歴: 学部レベル以上の大学名、 所在都市・国名を最新のもののから記入。				19. A. 学歴 (学位): 例) BA in Economics (<i>Keizai Gakushi</i>) MSc in International Relations (<i>Kokusaikankeigaku Shushi</i>) (Expected Dec. 2018)		19. A. 学歴 (専攻): 専攻 コース・専門分野が分か るように具体的に記入。		
B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION								
NAME, PLACE AND COUNTRY		TYPE		ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED		
				Mo./Year	Mo./Year			
19. B. 学歴: 就学した高校名・所在地・国名の他、看護師の資格などを取得した学校・研修所などを最新のもののから記入。 例) TYPE 欄: High School // CERTIFICATES OR DIPLOMAS OBTAINED 欄: High School Diploma								
20. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS								
20. 会員である学会や研究機関: Activities として講演や発表などを行った場合も記入可。								
21. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)								
21. 出版物: 学士・修士・博士論文、学会報告書、その他報告書、各論文などの作成年月、言語などを明記。								
22. 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 if you need more space. Give details of your duties and responsibilities in each post. attach additional pages of the same size. Give details of your duties and responsibilities in each post.								
POSITION	ANNUAL SALARY		REASON FOR LEAVING					
	Gross and Net (after tax)							
		Starting	Final					
22. ポジション: Post Title と Name of Employer を記載。	Gross			22. *職務経験欄* ※ 特に重要なので丁寧に記載を 最新の職業から時系列順に、可能な限り空白期間がないよ うに記入。無給のインターンも全て記載。同じ会社・組織 内での異動も、ポスト・勤務地毎に項目を立てる。現職の 記載は現在形、それ以前の職歴は過去形を使用。				
	Net							
	Gross			22. 退職理由: 例) End of Contract, End of Term, Career Development, Career Advancement, Promotion, Transfer 現職の場合は"N/A"と記入。				
	Net							
D.					From:			
					To:			
E.					From:			
					To:			
	net							
22. 年収: 米ドルに換算し、換算レートとともに記入。 端数切り上げ。 例) "USD 50,000(1USD=○○○JPY)"								

22. ポストの正式な英文タイトル : 加えて、UNV、JOCV の場合はその旨を明記。フィールド勤務の場合は、具体的に勤務地なども記入。
例) "Project Officer (UNV), UNHCR Office, Kigali, Rwanda"

PRESENT POST IN DETAILS (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

A.

22. 雇用期間:

現職の場合、TO には**"Present"**を記入。

EXACT TITLE OF YOUR POST:

FROM
DAY/MONTH/YEAR

TO
DAY/MONTH/YEAR

22. 職種 : 例) Government,
International Organization,
UN Organization,
International NGO, Non-Profit
Organization, Banking, Trade

NAME OF EMPLOYER:

22. 雇用主である組織・会社名: 正式名称。

TYPE OF BUSINESS:

ADDRESS OF EMPLOYER:

例) Japan International Cooperation Agency (JICA)

NAME OF SUPERVISOR:

22. 雇用主の本部・本社の住所:

加えて、実際に仕事をしている支社・
フィールド・オフィスの住所も記入。

22. 上司の名前:

Mr. / Ms. / Dr. など肩書を記入。

REASON FOR
LEAVING:

DESCRIPTION OF YOUR DUTIES

22. 職務内容: Duties と Achievements に分けて記載。

項目別に **Action verbs** を使用して簡潔に記入。志望ポストの空席公告
のキーワード・文言に合わせて書くと、同ポストに適任であること
を印象付けることができる。

※ Action verbs の例は、UNDP JPO Service Centre ウェブサイトを参照。

PREVIOUS POSTS IN DETAILS (IN REVERSE ORDER)

B.

EXACT DATE OF EMPLOYMENT

FROM
DAY/MONTH/YEAR

TO
DAY/MONTH/YEAR

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

C.

EXACT DATE OF EMPLOYMENT

FROM
DAY/MONTH/YEAR

TO
DAY/MONTH/YEAR

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

D.

EXACT DATE OF EMPLOYMENT		EXACT TITLE OF YOUR POST:	
FROM DAY/MONTH/YEAR	TO DAY/MONTH/YEAR		
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			

E.

EXACT DATE OF EMPLOYMENT		EXACT TITLE OF YOUR POST:	
FROM DAY/MONTH/YEAR	TO DAY/MONTH/YEAR		
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			

25. 推薦者: ※一般的に大学教授や会社の上司を記載

職種・職場の違う 3 名を記載する方が望ましい(同じ大学の教授 3 名などは避ける)。幅広い交友関係を示すことができる。推薦者には事前に連絡を取り、了承を得る。

>> **FULL NAME:** Mr. / Ms. / Dr. などのタイトルを明記。

>> **FULL ADDRESS:** 大学・企業名、同所在地および推薦者のメールアドレスを記入(連絡先の記載がない場合、国際機関側が確認を行うことができない。)。

>> **BUSINESS OR OCCUPATION** には、大学教授の場合は Professor のみでなく、所属学部名なども記入。

25. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

26. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING AND RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

26. 25.までに未記載の情報を記入 (以下の項目を参照)

- ・大学・大学院時代に受給した奨学金の名称、期間。
- ・職歴・学歴で 1 年以上の空白期間がある場合は、ここで理由を説明。
- ・日本国外滞在経験および出張経験。
- ・研修・セミナー受講経験 (HPC 研修や UNHCR の研修など) 。
- ・その他各種資格。

※ 運転免許資格は記入する必要はない

27. ENTRY INTO UNITED NATIONS SERVICE MIGHT REQUIRE ASSIGNMENT AND TRAVEL TO ANY AREA OF THE WORLD IN WHICH THE UNITED NATIONS 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.

28. 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 (exclude minor traffic violations)?

YES ☐

NO ☐

If "yes", give full particulars of each case in an attached statement.

29. MOTIVATION LETTER

29. 志望動機： 特定の国連機関で働きたい動機に加え、
その機関での適格性やどのような貢献が出来るのか等を記載。

30. 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: _____

SIGNATURE: _____

30. 署名:

タイプ入力ではなく、手書きの署名を入れる

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