



UNITED NATIONS
PERSONAL HISTORY
Junior Professional Officer Programme

Things to consider when applying for a JPO post and completing the Personal History Profile (PHP)

1. What is a PHP?

The Personal History Profile (PHP) is a UN equivalent to a Resume/ CV. It is the central document hiring managers take into account in the evaluation process. Because of its central role, we want to provide some guidance on how to complete the PHP.

2. Dare to be detailed

From regular CVs, especially in the private sector, you might be used to a limit of 2 pages. This does not apply to a PHP. You can use the section “Description of your duties” to provide insights into your tasks and responsibilities of previous positions. However...

3. ...still try to be concise and relevant

You should always try to show the relevance of the information you provide in your PHP. Make sure to read the job description well and try to draw parallels between your past positions and the tasks and responsibilities waiting for you in the JPO position. You will have to find a balance between providing detailed information and being concise. Remember that at the end of the evaluation...

4. ...only relevant professional work experience counts

A successful PHP helps you stand out of the crowd by being concise and showing the hiring manager how your previous work experiences are relevant to the advertised JPO post. Normally only experiences obtained after the 1st level university degree will be taken into account in the evaluation of your qualification for the post, and you have to clearly illustrate how your past experiences relate to the new post. The UN is committed to diversity, equality and inclusion. This also implies that a lot of experiences from the private sector and other experiences might very well apply and offer a diverse perspective to the mandates of the organization and the position you apply for. It is up to you to clearly showcase the relevance of your past professional experiences in your PHP.

5. Be precise!

It might be a lot of effort sometimes to retrieve the exact start and end dates of the positions you previously held, but they are very important for the evaluation process. Please make sure to clearly indicate these dates and whether you were employed full time or part time, and what type of position you held.

6. PHP and onboarding

The PHP is not only relevant for the interview with the organization, but also plays a central role in your onboarding should you be selected for the post. Thus again, make sure to provide all information requested in the PHP – we made sure to only include necessary fields and tried to avoid double entries of information wherever possible.

7. PHP and CBIs

The PHP will be the basis for the competency-based interview (CBI) once you are invited to the final interview with the organization. Make sure to be well prepared for the CBI, [here](#) you can find a UN resource on CBIs and how to set yourself up for success. All the best!

When submitting your PHP, please delete this initial page and send the final version as a PDF.

INSTRUCTION *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:	<i>Family Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Maiden name, if any</i>
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2. DATE OF BIRTH <i>Day / Mo. / Yr.</i>	3. PLACE OF BIRTH 3. 都市名および国名 : 例) Tokyo, Japan	4. NATIONALITY AT BIRTH 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	5. PRESENT NATIONALITY	6. SEX 6. 性別 : Male/Female 等
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7. MARITAL STATUS: <i>Single</i> <input type="checkbox"/> <i>Married</i> <input type="checkbox"/> <i>Separated</i> <input type="checkbox"/> <i>Widow(er)</i> <input type="checkbox"/> <i>Divorced</i> <input type="checkbox"/>
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8. PERMANENT ADDRESS: 8. 連絡可能な住所 : 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記入しないこと)	9. PRESENT ADDRESS (if different)	10. PRIVATE EMAIL ADDRESS	11. TELEPHONE NUMBER(S)
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12. DO YOU HAVE ANY DEPENDANTS?
YES NO *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. KNOWLEDGE OF LANGUAGES. What is your mother tongue?

17. 語学レベル

"What is your mother tongue?" の横に **Japanese** 等を記入。

OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily

17. 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、該当する能力部分に「✓」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。

18. EDUCATION. Give full details - N.B. Please give exact titles of degrees in original language and in English.

A. UNIVERSITY OR EQUIVALENT

NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		
18. A. 学歴 : 学部レベル以上の大学名、 所在都市・国名を 最新のものから 記入。			18. A. 学歴 (学位) : 例) BA in Economics (Keizai Gakushi) MSc in international relations (koku saikan keigaku Shushi) (Expected EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship) Dec. 2023)	18. 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 OF

NAME, PLACE AND COUNTRY	TYPE	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED
		Mo./Year	Mo./Year	
18. B. 学歴 : 就学した高校名・所在地・国名その他、看護師の資格などを取得した学校・研修所などを 最新のものから 記入。 例) TYPE 欄 : High School // CERTIFICATES OR DIPLOMAS OBTAINED 欄 : High School Diploma				

19. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

19. 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。

20. 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.

	TITLE OF YOUR POST	Employment		Contract type (fixed term, consultant, volunteer, intern etc.)	DATES (day/month/year)	REASON FOR LEAVING
		Full time	Part time %			
A.	20. *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。				From:	20. 退職理由 : 例) End of Contract, End of Term, Career Development, Career Advancement, Promotion, Transfer From: To: From: To: From: To: From: To:
B.					From:	
C.					From:	
D.					From:	
E.					From:	

(MOST) CURRENT POSITION

A.

20. 雇用主である組織・会社名：正式名称。

例) Japan International Cooperation Agency (JICA)

20. ポストの英文タイトル：

加えて、UNC, 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"

EXACT DATE OF EMPLOYMENT	
FROM DAY/MONTH/YEAR	TO DAY/MONTH/YEAR
NAME OF EMPLOYER:	TITLE OF YOUR POST:
CITY & COUNTRY OF EMPLOYMENT:	FULL TIME or PART TIME
NAME AND TITEL OF SUPERVISOR:	PAID/UNPAID:
DESCRIPTION OF YOUR DUTIES	

20. 勤務地 (国名、都市名)

ご自身の勤務地を記入。

20. 雇用期間：

現職の場合、TO には "Present" を記入。

20. 上司の名前：

Mr./Ms./Dr.などの肩書を記入。

20. 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](#)ウェブサイト参照。

PREVIOUS POSTS IN DETAILS (IN REVERSE ORDER)

B.

EXACT DATE OF EMPLOYMENT	
FROM DAY/MONTH/YEAR	TO DAY/MONTH/YEAR
NAME OF EMPLOYER:	TITLE OF YOUR POST:
CITY & COUNTRY OF EMPLOYMENT:	FULL TIME or PART TIME (%):
NAME AND TITEL OF SUPERVISOR:	PAID/UNPAID:
DESCRIPTION OF YOUR DUTIES	

C.

EXACT DATE OF EMPLOYMENT	
FROM DAY/MONTH/YEAR	TO DAY/MONTH/YEAR
NAME OF EMPLOYER:	TITLE OF YOUR POST:
CITY & COUNTRY OF EMPLOYMENT:	FULL TIME or PART TIME (%):
NAME AND TITEL OF SUPERVISOR:	PAID/UNPAID:
DESCRIPTION OF YOUR DUTIES	

D.

EXACT DATE OF EMPLOYMENT	
FROM DAY/MONTH/YEAR	TO DAY/MONTH/YEAR
NAME OF EMPLOYER:	TITLE OF YOUR POST:
CITY & COUNTRY OF EMPLOYMENT:	FULL TIME or PART TIME (%):
NAME AND TITEL OF SUPERVISOR:	PAID/UNPAID:

DESCRIPTION OF YOUR DUTIES

E.

EXACT DATE OF EMPLOYMENT

FROM
DAY/MONTH/YEAR

TO
DAY/MONTH/YEAR

NAME OF EMPLOYER:

TITLE OF YOUR POST:

CITY & COUNTRY OF EMPLOYMENT:

FULL TIME or PART TIME (%):

NAME AND TITEL OF SUPERVISOR:

PAID/UNPAID:

DESCRIPTION OF YOUR DUTIES

23. 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、国際期間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。

21. ARE YOU CURRENTLY EMPLOYED BY ANY ORGANIZATION AS AN ANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY?

YES

22. HAVE YOU ANY CURRENT OR PAST CONCURRENCE OF INTERESTS WITH YOUR PRESENT EMPLOYER?

YES

23. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

FULL NAME

FULL ADDRESS

BUSINESS OR OCCUPATION

24. ENTRY INTO UNITED NATIONS SERVICE MIGHT REQUIRE ASSIGNMENT AND TRAVEL TO ANY AREA OF THE WORLD IN WHICH THE UNITED NATIONS MIGHT HAVE RESPONSIBILITIES. DO YOU HAVE ANY DISABILITIES WHICH MIGHT LIMIT YOUR PROSPECTIVE FIELD OF WORK OR YOUR ABILITY TO ENGAGE IN AIR TRAVEL?

YES NO If "yes", please describe.

25. SHORTLISTED QUALIFIED CANDIDATES FOR A POSITION WILL BE EVALUTED THROUGH A COMPETENCY-BASED INTERVIEW. DO YOU HAVE ANY CONDITION THAT REQUIRES THE EVALUATING OFFICE TO MAKE SPECIAL ARRANGEMENTS FOR THE INTERVIEW?

YES NO If "yes", please describe.

26. 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.

27. MOTIVATION LETTER

27. 志望動機： 特定の国際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。

28. 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:

28. 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