

JPO: 英文応募書類の書き方 (JPO Personal History Form)

英文履歴書(CV)は、志望する国際機関に提出されるものですので、丁寧に自分のアピールポイントを全て記入し、ミススペルや就労・就学期間の間違いなどが無い様に十分に注意して書いて下さい。

書き終わったら、ネイティブや他の人にチェックして貰うと良いでしょう。

応募書類33項目の内、書き方に注意すべき点を、以下のとおり解説しました。

応募者が記入を行う際の参考として頂ければ幸いです。

なお、下記のUNDP JPO Service Centreの応募書類の書き方も参考にして下さい。

● [Resumes](#)

● [JPO Service Center Application & Interview](#)

● [27項 記載の際のAction verbsの例](#)

INSTRUCTIONS		Junior Professional Officer Program (2016)			Do Not Write in This Space			
Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.		PERSONAL HISTORY						
1. Family name		First name	Middle name	Maiden name, if any				
2. Date of Birth Day Mo. Yr.		3. Place of birth 例) Tokyo, Japan	4. Nationality (ies) at birth	5. Present nationality (ies)	6. Sex			
7. Height	8. Weight	9. Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/>	6. Male または Female を記入					
10. Entry into United Nations service might entail assignment and travel to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field work? YES <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in air travel? YES <input type="checkbox"/> NO <input type="checkbox"/> If "yes", please describe.								
11. Permanent address		12. Present address (if different)		13. Office Telephone No. Office Fax. No E-mail:				
11. 親の住所の様に連絡の取れる住所を記入 (連絡の取れない本籍ではない)		No.						
15. Have you any dependents? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:								
NAME	Date of Birth	Relationship	NAME	Date of Birth	Relationship			
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?								
17. Have you taken any steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
18. Are any of your relatives employed by a public international organization? <input type="checkbox"/> YES <input type="checkbox"/> NO								
22. 母国語 例) Japanese を記入。表に 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ので実力を反映した内容で記入する。	Relationship	21. 国連に応募したことがある場合は、YPP も含め記入。JPO への過去の応募は記入しない。例) Yes, UNHCR April/2010 Yes, YPP 2015 Economic Affairs						
19. What is your mother tongue?								
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 U.N.? if so, when?					
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?								
	READ		WRITE		SPEAK		UNDERSTAND	
OTHER LANGUAGES	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
23. For clerical grades only Indicate speed in words per minute								
23. 事務職用の欄なので記入の必要なし。in use								

24. A. 就学した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。MAIN COURSE OF STUDY は、専攻・専門分野が判る様に具体的に記入。修士号等取得見込みの場合の例) Master of Arts (Expected Dec. 2017)

Typing Short-hand	English	French	Other languages

24. EDUCATIONAL. Give full details - N.B. Please give exact name of institution and titles of degrees in original language.
A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.

NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year	DISTINCTIONS OBTAINED	

B. 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から記入。
例) TYPE 欄: High School CERTIFICATES OR DIPLOMAS OBTAINED 欄: High School Diploma

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY	TYPE	ATTEND FROM/TO		CERTIFICATES OR
		Mo./Year	Mo./Year	DIPLOMAS OBTAINED

25. 会員である学会や研究機関などを記入。ACTIVITIES として講演や発表などを行った場合も記入可。

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

26. 出版物の他、学士・修士・博士論文、学会報告書、その他報告書もその旨明記し記載可。各論文などの作成年月、言語などを明記する。

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (do not attach)

27. 職務経験欄は特に重要なので丁寧に記載。最新の職業から時系列順に、可能な限り空白期間がない様に記入。3 カ月以上の職務経験であれば無給の場合 (関連のあるインターンも含む) も記載可。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て記入。現職の記載は現在形、それ以前の職歴は過去形を使用。

27. EMPLOYMENT. Give full details of each post. Include dates of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)				
FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	

NAME OF EMPLOYER: _____ TYPE OF BUSINESS: _____

ADDRESS OF EMPLOYER: _____	SALARIES PER ANNUM: 年収を米ドルに換算し、換算レートと共に記入。端数は切り上げ。 例) USD 50,000 (1USD=100JPY)	REASON FOR LEAVING: _____
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DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS

DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS:
DESCRIPTION OF DUTIES と ACCOMPLISHMENTS を分けて、項目別に Action verbs を使用して簡潔に記入。特に ACCOMPLISHMENTS は、どの様な仕事の結果・実績を残したかが、数値や上司の評価などを含めて具体的に判る様に丁寧に記入。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られます。
Action verbs の例は、上記 UNDP JPO Service Centre ウェブを参照。

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL			
<p>EXACT TITLE OF YOUR POST: 正式な英文タイトルに加え、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</p>						
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 AND RELATED ACCOMPLISHMENTS						
<p>TYPE OF BUSINESS: 例) Government, International Organization, UN Organization, International NGO, Non-Profit Organization, Banking, Trade</p>						
MONTH/YEAR		MONTH/YEAR		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 AND RELATED ACCOMPLISHMENTS						
<p>NAME OF EMPLOYER: 雇用主である組織・会社名を記入。 例) Japan International Cooperation Agency (JICA)</p>						
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL			
<p>ADDRESS OF EMPLOYER: 雇用主の本部・本社の住所に加え、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。</p>						
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 AND RELATED ACCOMPLISHMENTS						
<p>REASON FOR LEAVING: 現職の場合は該当しない N/A を記入。 例) End of Contract, End of Term, Career Development, Career Advancement, Promotion, Transfer</p>						

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
MONTH/YEAR	MONTH/YEAR	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 AND RELATED ACCOMPLISHMENTS				

28. HAVE YOU ANY RECOMMENDATIONS? **30. 推薦者は、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名を記載する方が幅広い交友関係を示し望ましい(同大学の教授3名などは避ける)。また、27項で記載した上司や親族は除く。NO**

29. ARE YOU NOW, OR WERE YOU EVER, EMPLOYED BY ANY OF THE FOLLOWING? **推薦者には事前に連絡を取り、了承を得る。FULL NAME は Mr. Ms. Dr. などの肩書を明記。FULL ADDRESS は、大学・企業名、同住所および推薦者のメール・アドレスを記入。BUSINESS OR OCCUPATION には、大学教授の場合は Professor のみでなく、所属学部名も記入。**

30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. **Do not repeat names of supervisors listed under item 27.**

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

31. STATE ANY OTHER RELEVANT FACTS, INCLUDING INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY

31. 上記で書き切れなかった次の様な項目を記入。

- 大学・大学院時代に受けた奨学金の名称、期間。
- 27項で記載出来なかった3カ月以下のボランティア・インターン経験。

32. HAVE YOUR EVER BEEN CONVICTED, FINED OR PROSECUTED IN ANY COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR BY ANY LAW (excluding minor traffic violations)? YES NO

32. なお、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。

- 海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)
- 各種資格(会計士、産業技術士〇級など)

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 Organization renders a Staff member of the United Nations liable to termination or dismissal.

33. 署名はタイプしたものではなく、手書きの署名。

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 of references or testimonials unless they have been obtained for the sole use of the Organization.