



UNITED NATIONS
PERSONAL HISTORY
Junior Professional Officer Programme

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

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

7. MARITAL STATUS: Single Married Separated 4. 5. 複数の国籍を有する (有していた)場合は全て記入 6. Male または Female を記入

8. PERMANENT ADDRESS: 9. PRESENT ADDRESS (if different) 10. EMAIL ADDRESS 11. TELEPHONE NUMBER(S)

12. HAVE YOU... (連絡の取れない住所を記入) (連絡の取れない本籍は書かない) 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. HAVE YOU PREVIOUSLY SUBMITTED AN APPLICATION FOR EMPLOYMENT WITH THE UN? If so when?

17. 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。
記入例) "Yes, UNHCR April/2017" "Yes, 2017 YPP POLNET"

18. KNOWLEDGE OF LANGUAGES. What is your mother tongue?

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

18. mother tongue?の横に Japanese 等と記入。
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ので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. 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. 2018)"

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

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

19.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

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。

21. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)

21. 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。

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 and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

POSITION	ANNUAL SALARY		ALLOWANCES in addition to salary	SUPERVISOR'S NAME	DATES (day/month/year)	REASON FOR LEAVING
	Gross	Net (after taxes)				

22. POSITION: Post Title と Name of Employer を記載。

22. 職務経歴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ように記入。無給のインターン等も全て記載。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。

22. ANNUAL SALARY: 年収を米ドルに換算し、換算レートとともに記入。端数は切り上げ。例) "USD 50,000 (1USD=〇〇〇JPY)"

22. REASON FOR LEAVING: 例) End of Contract, End of Term, Career Development, Career Advancement, Promotion, Transfer 現職の場合は "N/A" を記入。

22. 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) (MENT)
 UNHCR Office, Kigali, Rwanda"

PRESENT POST IN DETAILS (LAST POST)

A.

22. FROM, TO: 現職の場合は、TO 部分に "Present" と記入。

EXACT TITLE OF YOUR POST:

FROM
DAY/MONTH/YEAR

TO
DAY/MONTH/YEAR

22. TYPE OF BUSINESS:

例) Government, International Organization, UN Organization, International NGO, Non-Profit Organization, Banking, Trade

NAME OF EMPLOYER:

TYPE OF BUSINESS:

ADDRESS OF EMPLOYER:

NAME OF SUPERVISOR:

22. NAME OF EMPLOYER: 雇用主である組織・会社名を記入。

例) Japan International Cooperation Agency (JICA)

NO. AND KIND OF EMPLOYEES
SUPERVISED BY YOU:

REASON FOR
LEAVING:

22. 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。

22. NAME OF SUPERVISOR: 上司の名前の後に、
 (Mr.)、(Ms.)、(Dr.) など肩書を記入。

DESCRIPTION OF YOUR DUTIES

22. DESCRIPTION OF YOUR DUTIES:

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られる。Action verbs の例は、UNDP JPO Service Centre

PREVIOUS POSTS

B.

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		

C.

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		

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			

23. ARE YOU NOW, OR HAVE YOU EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY?

YES

25. 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すことができ望ましい(同じ大学の教授3名などは避ける)。

24. HAVE YOU EVER BEEN EMPLOYED BY A GOVERNMENT OR INTERNATIONAL ORGANIZATION?

YES

推薦者には事前に連絡を取り、了承を得る。FULL NAME は Mr. Ms. Dr.などのタイトルを明記。FULL ADDRESS は、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と、国際機関側が確認を行えない)。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。

NO

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.までに書き切れなかった次のような項目を記入。

- 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)。
- 各種資格。

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. 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: _____

N. B. You will be requested to supply documentary evidence which supports the statements you have made. You should submit 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

30. 署名はタイプ入力ではなく、手書きの署名を入れる