|  |
| --- |
| **Secretariat for the Asian Forest Cooperation Organization** |
| **Post of Application** | **Short-term Research Assistant for Planning**  |
| **PERSONAL HISTORY PROFILE****\*INSTRUCTIONS:** Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions. |
| 1. FAMILY NAME | FIRST NAME | MIDDLE NAME | MAIDEN NAME, if any |
| 2. DATE OF BIRTH (dd/mm/yyyy) | 3. PLACE OF BIRTH | 4. NATIONALITY(IES) AT BIRTH | 5. PRESENT NATIONALITY(IES) | 6. SEX🗆 Male🗆 Female |
| 7. RESIDENT REGISTRATION NUMBER OR ALIEN REGISTRATION NUMBER OF KOREA | 8. MARITAL STATUS:🗆 Single🗆 Married |
| 9. ENTRY INTO THE SECRETARIAT MIGHT REQUIRE ASSIGNMENT TO ANY AREA OF THE WORLD IN WHICH THE SECRETARIAT MIGHT HAVE RESPONSIBILITIES.(a) Are there any limitations on your ability to perform in your prospective field of work? 🗆 YES 🗆 NO- If “yes”, please describe. (b) Are there any limitations on your ability to engage in all travel? 🗆 YES 🗆 NO- If “yes”, please describe.  |
| 10. PRESENT ADDRESSTELEPHONE/FAX No. | 11. ALTERNATIVE CONTACT PHONE NO. / RELATIONSHIP / |
| 12. E-MAIL: |
| 13. DO YOU HAVE ANY DEPENDENTS? 🗆 YES 🗆 NO If the answer is “yes”, give the following information |
| Name | Relationship | Date of Birth(dd/mm/yyyy) | Place of Birth | Nationality | Sex |
|  |  |  |  |  | 🗆 Male 🗆 Female |
|  |  |  |  |  | 🗆 Male 🗆 Female |
|  |  |  |  |  | 🗆 Male 🗆 Female |
|  |  |  |  |  | 🗆 Male 🗆 Female |
|  |  |  |  |  | 🗆 Male 🗆 Female |
| 14. KNOWLEDGE OF LANGUAESWhat is your mother tongue?  |
| Other Languages | Read | Write | Speak | Understand |
| Easily | Not Easily | Easily | Not Easily | Fluently | Not Fluently | Easily | Not Easily |
|  | □ □ | □ □ | □ □ | □ □ |
|  | □ □ | □ □ | □ □ | □ □ |
|  | □ □ | □ □ | □ □ | □ □ |
|  | □ □ | □ □ | □ □ | □ □ |
| 15. DESCRIBE AND LIST COMPUTER SKILLS AND APPLICATIONS WITH WHICH YOU ARE FULLY PROFICIENT. |
| Word processing |  |
| Database |  |
| Graphic & presentation |  |
| Programming language |  |
| Other computer skills |  |
| 16. 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 higher degree program |
| Name, Place and Country*Please give complete address.* | Attended From/To | Degrees and AcademicDistinctions Obtained | Main Course of Study |
| Month/Year | Month/Year |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| B. Schools or other formal training or education from age 14 (e.g., high school, technical school or apprenticeship) |
| Name, Place and Country*Please give complete address.* | Type | Years Attended | Certificates or Diplomas Obtained |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 17. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS.  |
| 18. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN. (Do not attach)  |
| 19. EMPLOYMENT RECORDStarting 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. |
| A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT) |
| FROM | TO | SALARIES PER ANNUM (or UN grade/level) | 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: |
| B-1. PREVIOUS POSTS I (IN REVERSE ORDER) |
| FROM | TO | SALARIES PER ANNUM (or UN grade/level) | 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: |
| 19. EMPLOYMENT RECORD (continued) |
| B-2. PREVIOUS POSTS II |
| FROM | TO | SALARIES PER ANNUM (or UN grade/level) | 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: |
| B-3. PREVIOUS POSTS III |
| FROM | TO | SALARIES PER ANNUM (or UN grade/level) | 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: |

|  |
| --- |
| 20. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? 🗆 YES 🗆 NO |
| 21. REFERENCES: List three persons, not related to you, and are not current staff members of the Secretariat, who are familiar with your character and qualifications. *Do not repeat names of supervisors listed under Item 19.* |
| FULL NAME | FULL ADDRESS | TELEPHONE | BUSINESS OR OCCUPATION |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 22. 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 🗆 NOIf “yes”, give full particulars of each case in an attached statement. |
| 23. 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 Profile or other document requested by the Secretariat renders a staff member of the Secretariat liable to termination or dismissal.DATE SIGNATURE: (dd/mm/yyyy) **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 Secretariat 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 Secretariat.** |