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| Une image contenant texte, Police, Graphique, logo  Description générée automatiquement | | | | | INTER-PARLIAMENTARY UNION | | | | | | | | | | | | | Attach a recent photo of yourself | | | |
| **PERSONAL HISTORY** | | | | | | | | | | | | |
| Please answer each question clearly and completely.  **Type or print in ink.**  Read carefully and follow all directions. | | | | | | | | | | | | |
| 1. Family name | | | | | First name | | | | | | | Other names | | | | | |  | | | |
| 2. Date of birth (DD/MM/YYYY) | | | | | 3. Country of birth | | | | | | | 4**.** Nationality**/**ies at birth | | | | | | 5. Present nationality**/**ies | | | |
| 6. Sex: M  F  Prefer not to say | | | | | 7. Marital status: Single  Married  Civil partnership  Legally separated  Divorced  Widow(er) | | | | | | | | | | | | | | | | |
| 8. Permanent address:  Telephone:  E-mail: | | | | | | | | | 9. Present address:  Telephone: | | | | | | | 10. Telephone no. during working hours: | | | | | |
| 11. Do you have any dependants? Yes  No  If "yes", give the following information: | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | Age | | Relationship | | | | | | Name | | | Age | | Relationship | | | |
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| 12. Vacancy Notice applied for: | | | | | | | | | | | | | | | | | | | | | |
| 13. Have you previously submitted an application for employment with the IPU?  If so, when and for which position? | | | | | | | | | | | | | | | | | | | | | |
| 14. Indicate the name of any relatives working in the IPU or other international organizations:  Name: Organization: Relationship: | | | | | | | | | | | | | | | | | | | | | |
| 15. **KNOWLEDGE OF LANGUAGES**: Indicate your first language; if not the same, indicate also mother tongue: | | | | | | | | | | | | | | | | | | | | | |
| Other languages | Read | | | | | Write | | | | | | Speak | | | | | Understand | | | | |
| Basic | Intermediate | Advanced | Fluent | | Basic | | Intermediate | | Advanced | Fluent | Basic | | Intermediate | Advanced | Fluent | Basic | | Intermediate | Advanced | Fluent |
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| ***Please return completed form to the Personnel Department of the Inter-Parliamentary Union,***  5 chemin du Pommier, P.O.Box 330, CH-1218 Le Grand-Saconnex-Geneva, Switzerland.  ***E-mail: postbox@ipu.org*** | | | | | | | | | | | | | | | | | | | | | |

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| 16. **EDUCATION:** Please give exact name of institutions and titles of degrees in **original language** starting with the most recent. Please do not translate or equate to other degrees. Exclude primary/secondary school if you have a university degree or equivalent. | | | | | | | | |
| Institution  Name, place and country | | Years attended | | | Certificates, diplomas, degrees and academic distinctions obtained | | | Main area of  study |
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| 17. List any significant publications you have written (do not attach): | | | | | | | | |
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| 18. **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. | | | | | | | | |
| From | To | Salary per annum | | | | Exact title of your post: | | |
| Month/Year | Month/Year | Starting | | Final | |
| Name of employer: | | | | Type of activity: | | | | |
| Address and telephone of employer: | | | | Name of supervisor: | | | | |
| Number and kind of employees supervised by you: | | | Reason for leaving: | |
| DESCRIPTION OF YOUR DUTIES | | | |
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| From | To | Salary per annum | | Exact title of your post: | |
| Month/Year | Month/Year | Starting | Final |
| Name of employer: | | | Type of activity: | | |
| Address and telephone of employer: | | | Name of supervisor: | | |
| Number and kind of employees supervised by you: | | Reason for leaving: |
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| Name of employer: | | | Type of activity: | | |
| Address and telephone of employer: | | | Name of supervisor: | | |
| Number and kind of employees supervised by you: | | Reason for leaving: |
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| From | To | Salary per annum | | | Exact title of your post: | |
| Month/Year | Month/Year | Starting | | Final |
| Name of employer: | | | | Type of activity: | | |
| Address and telephone of employer: | | | | Name of supervisor: | | |
| Number and kind of employees supervised by you: | | Reason for leaving: |
| DESCRIPTION OF YOUR DUTIES | | | |
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| 19. Do you have any objections to our making inquiries of your present employer? Yes  No | | | | | | |
| 20. **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 18*. | | | | | | |
| FULL NAME | | | FULL ADDRESS | | | OCCUPATION |
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| 21. State any other relevant facts, including membership in professional societies. | | | | | | |
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| 22. Compliance with health guidelines  Appointment is subject to a satisfactory medical examination and might entail travel to any area of the world. Do you have any disabilities which might limit your work or your ability to engage in air travel?  No  Yes  Explain:  I acknowledge that the IPU places a high priority on the health and safety of its personnel and visitors. I understand that, in the interest of maintaining a safe working environment and for official travel purposes if appointed, I shall comply with all health and safety guidelines, policies, and protocols implemented by the IPU.  No  Yes | | | | | | |
| 23. Have you ever been arrested, indicted, or summoned into a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the  violation of any law (excluding minor traffic violations)?  No  Yes  If "yes", give full particulars of each case in an attached statement. | | | | | | |
| 24. How did you hear about the Inter-Parliamentary Union and this post? | | | | | | |
| 25. 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 misrepresentations or material omission made on a Personal History form or other document requested by the IPU renders a staff member of the IPU liable to dismissal.  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

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| **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.**  **All information disclosed in your job application, including but not limited to your resume, cover letter, and any supporting documents, will be treated with the utmost confidentiality and in accordance with the IPU** [***Data Protection Policy***](https://www.ipu.org/file/16916/download)**. This information will be accessible only to individuals involved in the recruitment process, and it will not be disclosed to any third parties without your explicit consent.** |