



Inter-Parliamentary Union
For democracy. For everyone.

INTER-PARLIAMENTARY UNION

PERSONAL HISTORY

Attach a recent photo of yourself

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 <input type="checkbox"/> F <input type="checkbox"/> Prefer not to say <input type="checkbox"/>		7. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Civil partnership <input type="checkbox"/> Legally separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/>														
8. Permanent address: Telephone: E-mail:				9. Present address: Telephone:				10. Telephone no. during working hours:								
11. Do you have any dependants? Yes <input type="checkbox"/> No <input type="checkbox"/>						If "yes", give the following information:										
Name		Age	Relationship		Name	Age	Relationship									
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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>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</p>																

From Month/Year	To Month/Year	Salary per annum		Exact title of your post:
		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				

From Month/Year	To Month/Year	Salary per annum		Exact title of your post:
		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				

From Month/Year	To Month/Year	Salary per annum		Exact title of your post:
		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				

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

21. State any other relevant facts, including membership in professional societies.

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: _____

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](#). 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.