



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 and any pending application				6. Current Swiss residence/work permit status (if required, please specified type and validity)							
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>																							

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.
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22. Compliance with health guidelines

Operational Requirements

Mobility: This position may involve frequent travel to global sites, including regions with limited infrastructure. Are you able to engage in international air travel and work in field environments as required?
No Yes

Fitness for Duty: Do you have any condition or situation (permanent or temporary) that would limit your availability to fulfil the travel requirements or perform the essential functions of this role?
No Yes Explain (please specify only the limitation, e.g. "cannot travel to high altitudes", rather than the medical diagnosis):
.....

Appointment is subject to a satisfactory medical examination and might entail travel to any area of the world.

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.
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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.