



For office use

Date received

Roster number

Job reference

Personal History Form

Important You must complete all sections of this form; otherwise it may be returned to you. If you wish, you may attach your CV, but you must complete this form as well. Please return the application to the address on page 8.

Please complete the form clearly by typing or by writing in capital letters – use a black pen. Use the original form; do not photocopy or reproduce it.

Section 1 Personal details

Title <i>Mr/Mrs/Miss/Ms/Dr. etc.</i>	<input type="text"/>	Date of birth <i>day/month/year</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	Sex <i>male/female</i>	<input type="text"/>		
Other name(s)	<input type="text"/>	Civil status <i>single/married/ if other specify</i>	<input type="text"/>		

Contact address	<input type="text"/>	Permanent address	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>

Home	<input type="text"/>	Work	<input type="text"/>
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telex	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail	<input type="text"/>	<input type="text"/>	<input type="text"/>

Present nationality (ies)

Previous nationality (ies)

Section 2 Your work preferences

Please indicate which of these you wish to be considered for: *(please tick all the relevant boxes)*

London Headquarters <i>(minimum 3 years)</i>	yes	<input type="checkbox"/>	no	<input type="checkbox"/>		
Technical Assistance Assignments in developing Commonwealth countries	up to 6 months	<input type="checkbox"/>	up to 1 year	<input type="checkbox"/>	more than 1 year	<input type="checkbox"/>
Commonwealth Service Abroad Programme	2 weeks	<input type="checkbox"/>	1 month	<input type="checkbox"/>	up to 3 months	<input type="checkbox"/>
Commonwealth Youth Programme <i>(minimum 2 years)</i>	yes	<input type="checkbox"/>	no	<input type="checkbox"/>		

Contributions/work undertaken

Please provide below an account of the contributions/work you have undertaken in the past 5 years together with an indication of future interest. If you require further space please attach additional pages

Section 3 Your job skills and keywords

When a job vacancy arises, the computer will search for candidates using the **Job Skill Codes** and the **Keywords** that you choose for this section. It is essential that you complete this section fully and choose suitable codes and keywords carefully. If you do not do so, the computer may fail to select you from the database. The Job Skill Codes and Keywords you choose must reflect your practical experience, not your future career objectives.

Job Skill Codes

The Job Skill Codes are listed on the pages enclosed with this form. There are also some examples. **Please read them before you begin to complete this section.** You must use only the Job Skills Codes listed. Do not invent further codes to meet your requirements – the computer will not recognise them. Each code is made up of three sets of letters: the first set indicates your **main field of work**, the next set a **secondary field** of work, and the third set a **work specialisation**. You must select all three parts to make up each code. You can select up to six Job Skill Codes to cover a range of secondary fields and specialisations, but put your codes **in the order of priority**.

Job Skill Codes	Main field of work	Secondary field	Work specialisation
1	<input type="text"/>	• <input type="text"/>	• <input type="text"/>
2	<input type="text"/>	• <input type="text"/>	• <input type="text"/>
3	<input type="text"/>	• <input type="text"/>	• <input type="text"/>
4	<input type="text"/>	• <input type="text"/>	• <input type="text"/>
5	<input type="text"/>	• <input type="text"/>	• <input type="text"/>
6	<input type="text"/>	• <input type="text"/>	• <input type="text"/>

Keywords and key phrases

As the Job Skill Codes may not cover specific areas of your work experience, this section allows you to indicate skills and experience in greater detail. You must select a series of keywords or key phrases for this section. For example, you may use them to highlight:

- words or phrases describing your work experience;
- particular industries or sectors in which you have specialist experience or where you have applied your professional skills (for example, health, education);
- specialist qualifications (for example, Chartered).
- particular countries in which you have had considerable working experience;
- specialist computer operating systems, languages or packages you work with (for example, UNIX, C++);

See Job Skill Codes list for examples of keywords and key phrases

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>

Section 4 Your educational and professional qualifications

Your educational qualifications (secondary and tertiary education)

Dates		Institution	Subject(s) and qualification	How obtained <i>eg. full time, evening classes</i>
From	To			

If you are shortlisted you may be asked to produce your original degree certificates or diplomas.

Membership of professional associations

If you are shortlisted you may be asked to produce evidence of your current membership status.

Professional association	Status/level of membership

Language skills

What is your main language?

What other language(s) do you use? Please indicate your level of proficiency. *excellent/good/fair*

Language	Speaking	Writing	Understanding

Articles and publications

Please provide details of any major articles or books you have had published, relevant to your field of work. If more than 4, please attach a list. **Please do not send in copies of your publications.**

Title	Journal/publisher	Year of publication

Section 5 Your employment record and work experience

Complete this section with detailed information about your last two jobs, and with a summary of your previous employment.

If you want to give us further details of your employment or if you would like to tell us about any other aspect of your work experience, qualifications, or general skills, please attach the information to your application.

Your current/last employer

Employer	<input type="text"/>	Nature of business	<input type="text"/>
Employer's address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Country	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>	Telex	<input type="text"/>
Business sector (please tick)	public <input type="checkbox"/>	private <input type="checkbox"/>	academic <input type="checkbox"/>
	voluntary <input type="checkbox"/>	NGO <input type="checkbox"/>	
	other (please indicate) <input type="text"/>		

Dates of employment		Job title	Location	Current/last annual salary
From	To			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Benefits

Duties and responsibilities

Reasons for leaving

What period of notice do you have to give your current employer?

Details of immediate previous employment

Employer	<input type="text"/>	Nature of business	<input type="text"/>
Employer's address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Country	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>	Telex	<input type="text"/>
Business sector (please tick)	public <input type="checkbox"/>	private <input type="checkbox"/>	academic <input type="checkbox"/>
	voluntary <input type="checkbox"/>	NGO <input type="checkbox"/>	
	other (please indicate) <input type="text"/>		

Dates of employment	Job title	Location	Annual salary on leaving
<i>From</i>	<i>To</i>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Benefits

Duties and responsibilities

Reasons for leaving

Summary of other previous employment

Dates of employment	Job title	Name of employer	Location of post
<i>From</i>	<i>To</i>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Information Technology experience

Type of computer and operating system	Programs and computer languages	Nature of work with the program/language
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 6 Additional information

Referees

All appointments are subject to **three** satisfactory references. If you are included in a shortlist we will contact your referees. One of the referees should include your current/last employer. If your current/last employment has been for less than two years, you should also include a previous employer. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character.

	Referee 1	Referee 2	Referee 3
Name			
Occupation			
Contact address and country			
Postcode			
Telephone			
Fax			
Email			

Do you permit us to approach your current employer without contacting you again? *yes* *no*
If the question is not answered we will assume that we can contact your current employer

Details of your dependants (spouse and children under 21)

Name	Relationship	Date of birth

Health

Do you, or any of your dependants who may reside with you, have any medical conditions or physical disability that may affect your work, travel by air, or residence in another country?
no *yes* *If yes, please attach details*

Convictions and forced resignations

If you would prefer any information associated with these questions to remain confidential only to the Commonwealth Secretariat, please put details in a separate envelope.

Have you ever been convicted of any offence (excluding minor traffic violations)?
no *yes* *If yes, please attach details*

Have you ever been discharged or forced to resign from any positions of employment?
no *yes* *If yes, please attach details*

Relatives working for the Commonwealth Secretariat

Do you have any relative currently employed by the Commonwealth Secretariat?

yes

no

If yes, please give their name(s) and their relationship(s) to you

Have you been previously employed by the Commonwealth Secretariat?

yes

no

Next of kin

Name

Relationship

Contact address

Postcode

Telephone

Fax

E-mail

Telex

I declare that the information I have given on this form is complete and correct to the best of my knowledge. I understand that any false answers or the withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for its immediate cancellation if an appointment has been accepted. I have no objection to the Secretariat making copies of this form available to other governmental or inter-governmental organisations.

Signed

Date

If there is any additional material that you wish to send, please attach it securely to this form. Please return the form to the address below.

Roster (Human Resources Section)
Commonwealth Secretariat
Marlborough House
Pall Mall
London
SW1Y 5HX
United Kingdom

Tel 020-7747 6193
Fax 020-7747 6520
Email j.browne@commonwealth.int