**Personal History Form**

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| **I. PERSONAL DATA** |
|  **1. Family name (surname):** | **2. First name (given name):** |
|  |  |
| **3. Gender:** | **4. Date of birth (dd/mm/yyyy):** | **5. City/country of birth:** | **6. Present nationality:** |
|  |  |  |  |
| **7. Nationality at birth:** | **8. Present address:** |
|  |  |
| **8A. Telephone number:** | **8B. Social media handles:** | **8C. Email address:** |
|  |  |  |
| **9. Permanent address:** |
|  |

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| **II. EMERGENCY INFORMATION** |
| **In case of emergency, please notify:** |  |
| **10. Family name (surname):** | **11. First name (given name):** |
|  |  |
| **12. Relationship to applicant:** | **13. Address/telephone:** |
|  |  |

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| **III. EDUCATION, EMPLOYMENT AND PERSONAL SKILLS INFORMATION** |
| **Higher education (college/university):**Clearly state the title of the degree(s), the exact start date and the date when the degree(s) was obtained.  |
| **14. Completed education:** | **Dates of attendance** |
|  Title of Degree, Institution name, city, country | from (mm/yyyy) | to (mm/yyyy) |
|  |  |  |
|  |  |  |
| **15.** **Computer skills:**Clearly highlight any relevant experience (for instance, with web design, social media, pivot tables, etc.), software (for instance, WORD, Excel, Powerpoint, STATA, R, etc.) and/or programming languages (for instance, C++, Java, Python, etc.). |
|  |
| **16.** **Publications (if any):** |
|  |
| **17.** **Knowledge of languages:** | **Read** | **Write** | **Speak** |
| Easily | Not easily | Easily | Not easily | Easily | Not easily |
| Mother tongue (please specify): |  |  |  |  |  |  |
| English |  |  |  |  |  |  |
| Other(s) |  |  |  |  |  |  |
| **18.** **Scholarships/professional awards:** |
|  |
| **19. Professional certifications/licenses:** |
|  |
|  **20.** **Employment history** | **Dates of employment** |
|  Name of Employer: | from (mm/yyyy) | to (mm/yyyy) |
|  |  |  |
|  Exact title of your post: |
|  |
|  Address: |
|  |
|  Name of Supervisor: |
|  |
|  No. of employees supervised by you: |
|  |
| Brief description of your duties: |
|  |
|  **20.** **Employment history (continued)** | **Dates of employment** |
|  Name of Employer: | from (mm/yyyy) | to (mm/yyyy) |
|  |  |  |
|  Exact title of your post: |
|  |
|  Address: |
|  |
|  Name of Supervisor: |
|  |
|  No. of employees supervised by you: |
|  |
| Brief description of your duties: |
|  |
|  **20.** **Employment history (continued)** | **Dates of employment** |
|  Name of Employer: | from (mm/yyyy) | to (mm/yyyy) |
|  |  |  |
|  Exact title of your post: |
|  |
|  Address: |
|  |
|  Name of Supervisor: |
|  |
|  No. of employees supervised by you: |
|  |
| Brief description of your duties: |
|  |

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| **IV. OTHER INFORMATION** |
| **21. Other relevant information:** | Yes | No |
| 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)? |  |  |
| If yes, please explain and attach the release document from the authorities: |
|  |
| **22. I hereby certify that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief and can be verified at any time.** (When applying by email, type your name or use an e-signature image) |
| Signature:  |  |
| Date (dd/mm/yy): |  |

Before submitting the application, please verify that you have:

* Answered all the questions in the form.
* Signed form (see note 22 above).

N.B. When the application is submitted, please submit as a single attached document (preferably in PDF format). Please use your family name followed by your birth date [ddmmyyyy] as the file name (e.g., Williams15121999). You may type your signature.