



Application - Junior Professional Officer Programme



1. Choose Placements 2. Personal history 1/2 3. Personal history 2/2 4. Education 5. Employment record 6. Attachments 7. Summary

1. Choose Placements

Placement options:

Country	Organization	Name	
Botswana	UNFPA	Gaborone	<input type="button" value="Choose"/>
El Salvador	UNFPA	San Salvador	<input type="button" value="Choose"/>
Malaysia	BIOVERSITY INTERNATIONAL	Kuala Lumpur	<input type="button" value="Choose"/>
Switzerland	ITC	Geneva	<input type="button" value="Choose"/>
Tanzania	UNFPA	Dar es Salaam	<input type="button" value="Choose"/>

« Back

Reset application

Continue



Application - Junior Professional Officer Programme



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1. Choose Placements

Chosen placements (in priority order)

1. Botswana: UNFPA: Gaborone
2. Switzerland: ITC: Geneva

Placement options:

Country	Organization	Name	
El Salvador	UNFPA	San Salvador	<input type="button" value="Choose"/>
Malaysia	BIOVERSITY INTERNATIONAL	Kuala Lumpur	<input type="button" value="Choose"/>
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« Back

Reset application

Continue



Application - Junior Professional Officer Programme



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1. Personal history 1/2

INSTRUCTIONS: Please answer each question clearly and **completely**. Read carefully and follow all instructions.

* Family name (Surname) * First name(s)

Maiden name, if applicable (optional)

* Date of Birth (dd.mm.yyyy) * Place of Birth

* Nationality at birth

* Present nationality Other nationality

* Sex
 Male Female

? * Email * Height (cm) * Weight (kg)

* Marital status
 Single
 Married
 Separated
 Widow(er)
 Divorced

* Entry into United Nations might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel?

No Yes, please describe

Permanent address

* Street * Postcode

* City * Country

* Telephone number (format: +358 (0) 123 456) Office telephone number

Present address

Same as Permanent address

Street Postcode

City Country

Telephone number (format: +358 (0) 123 456)

« Back

Continue



Application - Junior Professional Officer Programme



1. Choose Placements 2. Personal history 1/2 3. **Personal history 2/2** 4. Education 5. Employment record 6. Attachments 7. Summary

2. Personal history 2/2

Dependents

If you have dependents, please give the following information (max. 4 entries):

Add dependent:

Name:

Date of Birth: (dd.mm.yyyy)

Relationship:

[Add another dependent »](#)

Residence and nationality

Have you taken up legal permanent residence status in any country other than that of your nationality?

-- If yes, choose --

* Have you taken any legal steps towards changing your present nationality?

If yes, explain fully:

No Yes, please describe

Relatives in international public organizations



2. Personal history 2/2

Dependents

If you have dependents, please give the following information (max. 4 entries):

Name	Relationship	Date of birth	Delete
Eliza Tester	Daughter	06.06.1989	<input type="checkbox"/>

Add dependent:

Name:

Date of Birth: (dd.mm.yyyy)

Relationship:

Residence and nationality

Have you taken up legal permanent residence status in any country other than that of your nationality?

* Have you taken any legal steps towards changing your present nationality?

If yes, explain fully:

No Yes, please describe

Relatives in international public organizations

Are any of your relatives employed by a public international organization? If "yes", please give the following information (max. 2 entries):

Add relative:

Name:

Name of International Organization:

Relationship:

Preferences

What is your preferred field of work?

* Would you accept employment for less than six months?

No Yes

* Have you previously submitted an application for employment with U.N.?

No Yes, when?

Language skills

Mother tongue

* What is your mother tongue?

Other language skills:

Language name	Ability to read	Ability to write	Ability to speak
English	Very Good <input type="button" value="v"/>	Very Good <input type="button" value="v"/>	Very Good <input type="button" value="v"/>
Swedish	Good <input type="button" value="v"/>	Weak <input type="button" value="v"/>	Weak <input type="button" value="v"/>
<input type="text"/>	- Choose - <input type="button" value="v"/>	- Choose - <input type="button" value="v"/>	- Choose - <input type="button" value="v"/>
<input type="text"/>	- Choose - <input type="button" value="v"/>	- Choose - <input type="button" value="v"/>	- Choose - <input type="button" value="v"/>
<input type="text"/>	- Choose - <input type="button" value="v"/>	- Choose - <input type="button" value="v"/>	- Choose - <input type="button" value="v"/>

Clerical skills (for clerical employment only)

Language	Typing (words/min)	Shorthand (words/min)
English	100	<input type="text"/>
French	<input type="text"/>	<input type="text"/>
Spanish	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

List any office machines, equipment and software applications you can use (max. 250 characters): 250 characters:



Application - Junior Professional Officer Programme



1. Choose Placements 2. Personal history 1/2 3. Personal history 2/2 **4. Education** 5. Employment record 6. Attachments 7. Summary

3. Education

Give full details - NB Please give exact titles of degrees in original language and in English.

A. University or equivalent

Please enter here the university or equivalent (most recent first) of the educational institutions you have attended and other specialized courses. Give the exact name of institution and title of degrees, diplomas, etc. Please do not translate or equate to other degrees. (max. 4 entries)

Add university or equivalent:

Name, place and country	Attended from (mm.yyyy)	Attended to (mm.yyyy)
The University of Helsinki	08.2002	07.2008

Certificates or diplomas obtained

Bachelor of Science

Main course of study

Computer Science

[Add another school »](#)

B. Schools or other formal training or education from age 14

Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship) (max. 3 entries)

Add schools:

Name, place and country	Attended from (mm.yyyy)	Attended to (mm.yyyy)



Application - Junior Professional Officer Programme



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Give full details - NB Please give exact titles of degrees in original language and in English.

A. University or equivalent

Please enter here the university or equivalent (most recent first) of the educational institutions you have attended and other specialized courses. Give the exact name of institution and title of degrees, diplomas, etc. Please do not translate or equate to other degrees. (max. 4 entries)

Name	Attended (from-to)	Main course	Certificates, diplomas, degrees
The University of Helsinki	08.2002-07.2008	Computer Science	Bachelor of Science <input type="checkbox"/>

Add university or equivalent:

Name, place and country Attended from (mm.yyyy) - Attended to (mm.yyyy)

Certificates or diplomas obtained

Main course of study

[Add another school »](#)

B. Schools or other formal training or education from age 14

Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship) (max. 3 entries)

Name	Attended (from-to)	Type	Certificates, diplomas, degrees
Some school, somewhere, Finland	08.1995-05.1998	High school	Diploma <input type="checkbox"/>

Add schools:

Name, place and country Attended from (mm.yyyy) - Attended to (mm.yyyy)

Type

Certificates or diplomas obtained

[Add another school »](#)

Memberships and activities

List membership of professional societies and activities in civic, public or international affairs. (max. 500 characters)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vitae pede. Nunc eu nunc ut metus posuere vehicula. Etiam imperdiet sodales nulla. Proin ac nulla. In augue massa nunc.

Publications

List any significant publications you have written. (max. 500 characters)



4. Employment record

Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. Include also service in the armed forces and note any period during which you were not gainfully employed. Give both gross and net salaries per annum for your last or present post.

A. Present post (last post, if not presently employed)

* Name of employer Some Solutions	* Address of employer Lorem ipsum street 22 00100 Helsinki Finland	
* Type of business Marketing		
* Exact title of your post Project manager	* From (mm.yyyy) 06.2007	* To (mm.yyyy) Now
* Name of supervisor Lorem ipsum	Salaries per annum - * starting (gross) 3000 €	Salaries per annum - * final (gross) 3500 €

* Number and kind of employees supervised by you 2 lorem ipsums	* Reason for leaving Want to learn new things
--	--

* Description of your duties (max. 500 characters)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vitae pede. Nunc eu nunc ut metus posuere vehicula. Etiam imperdiet sodales nulla. Proin ac nulla. In augue massa nunc.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vitae pede. Nunc eu nunc ut metus posuere vehicula. Etiam imperdiet sodales nulla. Proin ac nulla. In augue massa nunc.

* Description of your duties (max. 500 characters)

[Add another employment »](#)

* Do you have any objection to our making inquiries of your previous employers?

No Yes

* Are you now, or have you been, a permanent civil servant in your government employ?

No Yes, when?

References

List **three** persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference. Do not repeat names of supervisors listed under employer records

Full name	Address	Email	Business
Some Person	Lorem ipsum dolor sit amet consectetur	some@example.com	Other company <input checked="" type="checkbox"/>
Second Person	Some street 1123 053123 Turku Finland	second@example.com	Web developer <input checked="" type="checkbox"/>

Add a reference:

* Full name Third Person	* Full address Nunc eu nunc 5 B ut metus posuere vehicula
* Email third@example.com	
* Business or occupation Project manager	

[Add another reference »](#)

State any other relevant facts in support of your application. Include information regarding any residence outside the country of your nationality. (max. 500 characters)

Quisque dui turpis, ultricies vitae, bibendum tristique, interdum non, dolor. Sed est tellus, dapibus quis, dapibus et, adipiscing sed, leo. Pellentesque non diam. In in lectus nec turpis mollis viverra. Sed mauris. Duis vitae leo. Suspendisse et metus id sapien ultricies egestas. Pellentesque nec felis. Aenean blandit semper felis. Ut vitae nisi. Sed porttitor ante luctus quam. Mauris massa nunc.

* 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)?

No Yes

Please give full particulars of each case in an attached statement



Application - Junior Professional Officer Programme



1. Choose Placements 2. Personal history 1/2 3. Personal history 2/2 4. Education 5. Employment record **6. Attachments** 7. Summary

5. Attachments

Letters of Motivation

You must upload a letter of motivation for each of your applied placements. The file must be of type 'rtf', 'txt', or 'pdf' with a maximum size of 2000 kilobytes.

1. Botswana: United Nations Population Fund: Gaborone

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2. Switzerland: International Trade Centre: Geneva

Picture

You can upload a portrait photo of yourself as a JPG file with a maximum size of 2000 kilobytes.. This is not mandatory.



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You must upload a letter of motivation for each of your applied placements. The file must be of type 'rtf', 'txt', or 'pdf' with a maximum size of 2000 kilobytes.

1. Botswana: United Nations Population Fund: Gaborone

Saved: e21-cimo-test1.txt

2. Switzerland: International Trade Centre: Geneva

Saved: e21-cimo-test2.rtf

Picture

You can upload a portrait photo of yourself as a JPG file with a maximum size of 2000 kilobytes.. This is not mandatory.



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6. Summary

Choose placements [\(modify\)](#)

1. Botswana: UNFPA: Gaborone
2. Switzerland: ITC: Geneva

Personal information 1/2 [\(modify\)](#)

Last name: Tester
 First name: Ted
 Maiden name:
 Date of birth: 01.01.1980
 Place of birth: Helsinki
 Nationality of birth: Sweden
 Present nationality: Finland
 Other nationality: Sweden
 Gender: male
 Email: ted@ted.com
 Height: 180 cm
 Weight: 82 kg
 Marital status: Single
 Air travel limits: False

Permanent address

Full name	Address	Email	Business
Some Person	Lorem ipsum dolor sit amet consectetur	some@example.com	Other company
Second Person	Some street 1123 053123 Turku Finland	second@example.com	Web developer
Third Person	Nunc eu nunc 5 B ut metus posuere vehicula	third@example.com	Project manager

A permanent civil servant in your government employ: False

Other relevant facts: Quisque dui turpis, ultricies vitae, bibendum tristique, interdum non, dolor. Sed est tellus, dapibus quis, dapibus et, adipiscing sed, leo. Pellentesque non diam. In in lectus nec turpis mollis viverra. Sed mauris. Duis vitae leo. Suspendisse et metus id sapien ultricies egestas. Pellentesque nec felis. Aenean blandit semper felis. Ut vitae nisi. Sed porttitor ante luctus quam. Mauris massa nunc.

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): False

Attachments [\(modify\)](#)

Letters of motivation:

Placement	Filename	Size
1. Botswana: UNFPA: Gaborone	e21-cimo-test1.txt	8 B
2. Switzerland: ITC: Geneva	e21-cimo-test2.rtf	154 B

Finish application

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 misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

[« Back](#)

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