



# INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT

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Attach recent photograph	<b>PERSONAL HISTORY FORM</b>						Date received								
<b>INSTRUCTIONS.</b> Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. Return under sealed cover to Personnel Division at the above address.															
Preferred field of work	If you apply for a particular vacancy, indicate post title and vacancy announcement number.					What duration of employment interests you <input type="checkbox"/> Indefinite <input type="checkbox"/> Under one year <input type="checkbox"/> 1-3 years <input type="checkbox"/> Short-term consultancy									
<b>Family/Surname</b>	<b>First name</b>		<b>Middle name</b>		<b>Maiden name (if any)</b>										
(A) Address at which you reside at present (indicate since when)				(B) Permanent residence (if different from A)											
Telephone number				Telephone number											
Fax number				Fax number											
E-Mail address				E-Mail address											
Date of birth (day/month/year)	Place/Country of birth		Nationality now		Previous nationality (if any)										
Is your nationality in the process of being changed? If so, explain															
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Separated													
Dependent's name	Date of birth	Relationship	Dependent's name	Date of birth	Relationship										
Have you any near relatives working in a public international organization? If so, give name, relationship and organization.															
Knowledge of languages list mother-tongue first	READ				WRITE				SPEAK				For secretarial/clerical grade only Indicate speed in words per minute		
	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Language	Typing	Shorthand
													List office skills		
Computer literacy															

**EDUCATION:** Give details in chronological order from age 14. Include short courses and postgraduate studies in your professional/occupation and related fields.

From	To	Name of school/college/university or equivalent, city/country	Nature of course/studies/specialization	Certificate/Diploma/Degree obtained

**EMPLOYMENT RECORD:** Starting with your present or most recent post, list in reverse order positions held.  
Attach additional pages if any.

<b>PRESENT OR MOST RECENT EMPLOYMENT</b>				
Period		Total annual professional income (after tax)		Exact title of your post (for UN staff include grade/step)
From	To	Starting	Most recent	
Give details of substantial allowances or fringe benefits (if any)			Number and type of employees supervised by you, (if any)	
Name and address of employer			Name and title of supervisor	
Reason for wishing to change employment				
Description of your duties and responsibilities				

Period		Exact title of your post	Number and type of employees supervised by you (if any)
From	To		
Name and address of employer		Name and title of supervisor	
Reason for leaving			
Description of your duties and responsibilities			
Period		Exact title of your post	Number and type of employees supervised by you (if any)
From	To		
Name and address of employer		Name and title of supervisor	
Reason for leaving			
Description of your duties and responsibilities			
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From	To		
Name and address of employer		Name and title of supervisor	
Reason for leaving			
Description of your duties and responsibilities			

**PERSONAL SUMMARY:** Please indicate the relevance of your experience and abilities to the employment with IFAD you seek; what have been the most significant factors in your career to date; your most useful achievements and contributions; any long-term plans for your future development and how employment with IFAD fits into them. We would also like you to describe briefly your activities outside your job; any professional societies to which you belong, published articles, pamphlets or books of which you are the author; any skills or areas of knowledge which have not been sufficiently highlighted so far and finally any circumstances, disabilities, health problems or reservations which may restrict your transferability, mobility or travel.

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**LEGAL CONVICTIONS:** If you have ever been found guilty of the violation of any law (other than minor traffic violations), give particulars.

Charge	Date	Where tried	Conviction

May we seek references from your present/most recent employer and your former employers and supervisors? If not, specify exclusions. You may also add more references here, including name, occupation, relationship to you, address, telephone and fax numbers.

Will you have or can you arrange return rights to your present employer?

What or who was your source of introduction to IFAD?	What are your remuneration expectations?
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When are you available to take up a new appointment?

Other organizations of the United Nations system may be interested in our applicants. Do you have any objections to your Personal History Form being made available to them?  Yes  No

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 false statements or any required information withheld from this form may provide grounds for the withdrawal of appointment or dismissal if an appointment has been accepted.

Date ..... Signature .....

If found useful, your Personal History Form will be kept in our records up to a maximum of 12 months.