



# COMMONWEALTH SECRETARIAT

For official use

Date received

Job Reference

Roster Number

## PERSONAL HISTORY FORM

### Important

You must complete all sections of this form; otherwise it may be returned to you. You must also attach your CV along with this form duly completed. When completed please return to the address on page 3. Please complete the form clearly – use a black pen. Use the original form; do not photocopy or reproduce it.

### Section 1 Personal details

**Title**  **Date of birth**     
*Mr/Mrs/Miss/Ms/Dr. etc* *dd mm yy*

**Surname**  **Sex**   
*Male/Female*

**Other names**  **Civil status**   
*Single/Married/If other please specify*

**Contact address**

**Permanent address**

**Country**

**Country**

**Postcode**

**Postcode**

**Home Telephone**

**Work Telephone**

**Fax**

**Fax**

**Mobile**

**Mobile**

**E-Mail**

**E-Mail**

**Present nationality (ies)**

**Previous nationality (ies)**

**Would you accept paid assignments** Yes  No

**Would you accept un-paid assignments** Yes  No

## Section 2 Your job skills and keywords

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 will not 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 may 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 of work	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 3 Additional information

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 be 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			
Postcode			
Telephone			
Fax			
E-Mail			
Mobile			

Would you mind if we contact the above referees without further reference to you? Yes  No

#### Details of your dependants (spouse and children under 21)

Name	Relationship	Date of Birth

#### Details of your next of kin

Name	Address	Contact Details
		Telephone
Relationship		Mobile
		eMail
		Fax

I declare that the information I have given on this form and in my CV 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.

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

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

Thank you for taking the time to complete the application.