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| UNIVERSAL NETWORK FOR KNOWLEDGE & EMPOERMENT AGENCY (UNKEA)  C:\Documents and Settings\Jugi Stamps\Desktop\UNKEA LOGO.jpgC:\Documents and Settings\Jugi Stamps\Desktop\UNKEA LOGO.jpg  **Personal History Form** | | | | | | | | | | | | | | | | | |
| **INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size.** | | | | | | | | | | | | | | | | | |
| **1. Family name (surname)** | | | | | **2. First names** | | | | | | | | | | **3. Maiden name, if applicable** | | |
| **4. Date of Birth**  day month year | | **5. Place of birth** | | | | | | **6. Nationality at birth** | | | | **8. Gender**  Male  Female | | | | | | |
| **9. Marital status** Single  Married  Separated  Widow(er)  Divorced | | | | | | | | | | | | | | | | | |
| **10. Permanent address** | | | | **11. Present address** if different from that indicated in box 11. | | | | | | | | | | **12. Telephone number(s)**  Home/Mobile:  Work: | | | |
|  | | | | Telephone No. | | | | | | | | | | **13. Personal and/or professional e-mail address:** | | | |
|  |  | | | | |  | | | | |  | | | | | |  |
| **17. EDUCATION**: Give full details  A. List all institutions of learning attended since age 14 and diplomas/degrees or equivalent qualifications obtained (highest education first). Give the exact name of institution and title of degrees, diplomas, etc. in original language (Please do not translate or equate to other degrees.) | | | | | | | | | | | | | | | | | |
| **Name, place and country** | | | **Attended From/To**  **Mo/Year Mo. /Year** | | | | | | | **Certificates, diplomas or degrees and academic distinctions obtained** | | | | | | **Main course of study** | |
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| B. **Post-qualification training courses / learning activities** | | | | | | | | | | | | | | | | | |
| **Name, place and country** | | | **Type** | | | | | | **Attended From/To**  **Mo/Year Mo. /Year** | | | | | | | **Certificates or**  **Diplomas obtained** | |
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| **20. 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. If you need more space, attach additional pages of the same size. | | | | | | | | | | | | | | | | | |
| 1. **PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)** | | | | | | | | | | | | | | | | | |

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| FROM (Month/Year) | TO (Month/Year) | FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: | | |
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| NAME OF EMPLOYER: | | TYPE OF BUSINESS: | |
| NAME OF SUPERVISOR:  Email Add. And/or Telephone No. Of Supervisor: | |
| ADDRESS OF EMPLOYER | | Number of professional staff supervised:  Number of support staff  supervised: | Reason for leaving: |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS | | | |
|  | | | |
| FROM (Month/Year) | TO (Month/Year) | FUNCTIONAL TITLE: As specified in your Letter of Appointment/Contract: | | |
|  |  |
| NAME OF EMPLOYER: | | TYPE OF BUSINESS: | |
| NAME OF SUPERVISOR:  Email Add. and/or Telephone No. Of Supervisor: | |
| ADDRESS OF EMPLOYER | | Number of professional staff supervised:  Number of support staff  supervised: | Reason for leaving: |
| DESCRIPTION OF YOUR DUTIES AND RELATED ACCOMPLISHMENTS | | | |

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| **21.** Do you have you any objections to our making inquiries of:  (a) Your present employer? No  Yes  (b) Previous employers? No  Yes |
| **22.** State any other relevant facts in support of your application. Include information regarding any residence outside the country of your nationality |
| **23.** Have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?  No  Yes  If “Yes” give full particulars of each case in an attached statement |
|  |
| **24.** 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.  **DATE:**  **SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Note:** You may be requested to provide documentary evidence of the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the originals of any references, testimonials or certificates of academic achievement unless they have been obtained for the sole use of UNKEA. |