



Military & Police Recruitment Campaign – 2013 Phase 1

How to prepare the submission

Serving the World



What Forms Nominees Should Submit?

Each nominee should complete the following 3 forms:

1. United Nations Personal History Profile (PHP), P-11
2. Employment Record (Supplementary Sheet), if needed
3. Academic and Employment Certification (Attachment Form to P-11)

INSTRUCTIONS		UNITED NATIONS		Do not write in this space	
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.					
PERSONAL HISTORY					
1. Family name		First name		Middle name	
2. Birth date (day/month/year)		3. Place of birth		4. Nationality (ies) at birth	
7. Height		8. Weight		9. Marital Status: Single ☐ Married ☐ Separated ☐ Widowed ☐	
10. Entry into United Nations service might require assignment to any area of the world in which the (a) Are there any limitations on your ability to perform in your assigned field of work? YES ☐ NO ☐ (b) Are there any limitations on your ability to reside in all areas? YES ☐ NO ☐					
11. Permanent address		12. Present address			
Telephone No. () () () () () ()		Telephone/Fax No. () () () () () ()			
15. Do you have any dependent children? YES ☐ NO ☐ If the answer is "yes", give the following information:					
Name of Children		Date of Birth (day/month/year)		Place of Birth	
15. (a) Name of Spouse					
16. Have you taken up legal permanent residence status in any country other than that of your nationality? If answer is "yes", which country? YES ☐ NO ☐					
17. Have you taken any legal steps towards changing your present nationality? YES ☐ NO ☐ If answer is "yes", explain fully: YES ☐ NO ☐					
FROM		TO		SALARIES PER ANNUM	
MONTH/YEAR		MONTH/YEAR		STARTING FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		EXACT TITLE OF YOUR POST:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		Full time ☐ Part time ☐ hours/week	
DESCRIPTION OF YOUR DUTIES					
FROM		TO		SALARIES PER ANNUM	
MONTH/YEAR		MONTH/YEAR		STARTING FINAL	
NAME OF EMPLOYER:		TYPE OF BUSINESS:		EXACT TITLE OF YOUR POST:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		Full time ☐ Part time ☐ hours/week	
DESCRIPTION OF YOUR DUTIES					

UNITED NATIONS			
Employment and Academic Certification			
Attachment to Personal History Profile (P11)			
TO BE COMPLETED BY CANDIDATE:			
Personal Data:			
Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			
Position for which you are applying:			
(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)			
Job Opening Number:			
Military Service History/Police Service History			
Date of Commission (for military officers) or date of enlistment entry to service (for police officers):			
Current rank:	Date Last Promoted:	Date eligible for promotion to next rank:	Projected Retirement date from current rank:
Branch/Corp Mustering:			
Sub Specialisation additional qualifications:			

1

2

3



Before filling the forms...

- Candidates are strongly encouraged to review and understand the functions and responsibilities of the position to which they are applying as well as the qualifications necessary. By doing so, candidates will:
 - Improve their ability to position themselves to meet the needs of the hiring office;
 - Save time and reduce frustration that results from applying to jobs which do not match their strengths, aspirations and personal circumstances.



Understanding the Job Opening (JO)

All JOs are organized in the following 5 sections:

1. Title
2. Organizational Setting and Reporting
3. Responsibilities/functions
4. Competencies
 - Professionalism
 - Planning and Organizing
 - Teamwork
 - Communication (for P-4 and above), when applicable
5. Qualifications:
 - Education
 - Experience
 - Languages
6. Assessment Methods
 - *Written Test*
 - *Competency Based Interview*

United  Nations

Job Opening

Job Title: Military Communications Policy and Equipment Officer, P-3

Department/ Office: DEPARTMENT OF PEACEKEEPING OPERATIONS

Location: NEW YORK

Posting Period: 27 February to 28 May 2013

Job Opening number: DPKO/13-01/P-3/13

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting: The post is part of the Military Affairs Office structure; however, due to the nature of its responsibilities the post is located in Department of Field Support, Information and Communications Technology Division. The incumbent will report to the Military Communications Policy and Equipment Officer and the Director of the Information and Communications Technology Division.

Responsibilities: The incumbent will have the following main responsibilities:

- Assist with the provision of technical advice regarding the management of military communications and, as appropriate;
- Advise on the interface between military and commercial communication networks and systems in the field;
- Assist with military interface aspects in the planning, installation, operation and maintenance of mission telecommunication and information technology equipment and systems;
- Assist in the planning of new operations and the revision of current operations for the whole spectrum of ICT activities;
- Assist with liaising with troop contributors to enhance the familiarity of Member States with, and their understanding of, commercial and military communication networks and requirements at field missions;
- Assist with reviewing military communication performance standards for telecommunication and information technology equipment and services;
- Ensure that military and civilian systems are combined in a seamless communications architecture; and Performs other related duties as required;
- Undertake these or similar duties anywhere within UN Headquarters as well as in field missions including deployment to the missions for up to 90 days.

Competencies:

Professionalism: Knowledge of theories and concepts relevant to military communications and information technology planning at the strategic and operational



Form 1: UN Personal History Profile (PHP), P-11

- Each nominated candidate must complete and sign the UN Personal History Profile (PHP), P-11
- If a candidate is being nominated for more than one post/JO, a separate and additional UN PHP, P-11, is required for each post/JO.

NOTE:

**Incomplete and unsigned P-11 forms
will **not** be accepted**



Form 1: UN Personal History Profile (PHP), P-11cont.

Information requested from the nominees

- **Personal Information**
- **Education and Publications**
- **Employment History – in detail in the next slide**
- **Languages**
- **References**



Form 1: UN Personal History Profile (PHP), P-11cont.

Employment History

Description of Duties

- **Duties:**
 - What is done in current job
- **Describe responsibilities with careful attention to the job opening for which you are applying**
- **Use of Grammar**
 - **Current job: present tense**
 - **Past job (s): past tense**

Summary of Achievements

- **Achievements:**
 - **How well performed in the job**
 - **Provide specific examples where an impact or contribution was made in the positions held**



Form 1: UN Personal History Profile (PHP), P-11cont.

Additional Tips

- The UN will first know a candidate through their application/PHP
- Candidates should:
 - be truthful, accurate and specific
 - make words count
 - prepare application/PHP offline using a word processor application (e.g. MS Word)
 - proofread before finalizing/signing

Note: In the situation where the candidate is being nominated for more than one post, a separate and additional employment record form P11 and a supplementary sheet (if needed) are required for each post.



Form 1: UN Personal History Profile (PHP), P-11cont.

Sample

INSTRUCTIONS		 UNITED NATIONS		Do not Write in This Space	
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.				PERSONAL HISTORY	
1. Family name		First name		Middle name	
2. Date of (day-month-year)		3. Place of birth		4. Nationality(ies) at birth	
5. Present Nationality(ies)		6. Sex			
7. Birth	8. Height	9. Marital Status: Single ☐ Married ☐ Separated ☐ Widow(er) ☐ Divorced ☐			
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.					
(a) Are there any limitations on your ability to perform in your prospective field of work? YES ☐ NO ☐					
(b) Are there any limitations on your ability to engage in all travel? YES ☐ NO ☐					
11. Permanent address			12. Present address		13. Office Telephone No. ()
Telephone No. ()			Telephone/Fax No. ()		14. Office Fax No. ()
					E-mail: ()
15. Do you have any dependent children? YES ☐ NO ☐ If the answer is "yes", give the following information:					
Name of Children		Date of Birth (day-month-year)		Place of Birth	
				Nationality	
				Gender	
15 (a) Name of Spouse					
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES ☐ NO ☐					
If answer is "yes", which country?					
17. Have you taken any legal steps towards changing your present nationality? YES ☐ NO ☐					
If answer is "yes", explain fully:					
18. Are any of your relatives employed by a public international organization? YES ☐ NO ☐					
If answer is "yes", give the following information:					
NAME		Relationship		Name of International Organization	
19. What is your preferred field of work?					
20. Would you accept employment for less than six months? YES ☐ NO ☐			21. Have you previously submitted an application for employment and/or undergone any tests with UN? YES ☐ NO ☐ If so, when?		
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?					
OTHER LANGUAGES					
READ		WRITE		SPEAK	
Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐
23. For clerical grades only					
Indicate speed in words per minute					
English	French	Other languages:			
Typing					
Shorthand					
List any office machines or equipment and computer programmes you use.					



Form 2: Employment Record Form

(Supplementary Sheet)

- The supplementary sheet should be used to include additional working experience
- If applicable, for each candidate nominated for a post, a duly completed and signed employment record form (supplementary sheet) may be required
- If a candidate is being nominated for more than one post, a separate and additional employment record form (supplementary sheet) is required for each post.



Form 2: Employment Record Form

(Supplementary Sheet)

Sample

EMPLOYMENT RECORD - SUPPLEMENTARY SHEET

PLEASE LIST, in reverse order, EVERY EMPLOYMENT YOU HAVE HAD. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not actually employed. See next page for more blocks.

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR POST:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR POST:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR POST:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR POST:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				



Form 3: Academic and Employment Certification

(Attachment to P-11)

- For each nominated candidate for a post, a duly completed Academic and Employment Certification form (Attachment to P-11) must be signed by the candidate and the relevant Local Police or Military Authority

NOTE:

**Incomplete and unsigned forms
will not be accepted**

- If the candidate is being nominated for more than one post, a separate Certification is required for each post
- The Certification must contain details on the candidate's military/police academic degree/courses and employment record as well as his/her commission date (for military officers) or date of enlistment/entry to service (for police officers).



Form 3: Academic and Employment Certification

(Attachment to P-11)

Sample

Employment and Academic Certification Attachment to Personal History Profile (P11)

TO BE COMPLETED BY CANDIDATE:

Personal Data:

Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

Position for which you are applying:

(Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)

Job Opening Number:

Military Service History/Police Service History

Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			



Degrees and Academic Distinctions Obtained:

	NAME of INSTITUTION, PLACE AND COUNTRY. Please give complete address.	ATTENDED:		DEGREES and ACADEMIC DISTINCTIONS OBTAINED
		FROM: Month/Year	TO: Month/Year	
Graduation from the Staff/War College or Police Academy (and/or similar law enforcement institution)				
University Degree/s				



Form 3: Academic and Employment Certification

(Attachment to P-11)

Sample (continuation)

I certify that the statements made by me in answer to the foregoing questions are complete and correct. 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 for the United Nations liable ineligible for further consideration.

I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

I am not able to attest to the proceeding paragraphs for the following reasons:

.....

.....

Date Signature

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.



Form 3: Academic and Employment Certification

(Attachment to P-11)

Sample (continuation)

TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:

On behalf of I certify that the information provided by
is complete and correct.

I further certify that the nominated candidate has never been convicted of and not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). I also certify that the Government of _____ is not aware of any allegations against the nominated candidate that she/he has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.

Date..... Official Stamp

