

INSTRUCTIONS Please answer each question clearly and completely. <i>Type or print in ink.</i>		WASSENAAR ARRANGEMENT PERSONAL HISTORY FORM			Do not write in this space				
1. Family name		First name		Other names		Maiden name			
2. Date of birth		3. Place of birth		4. Nationality at birth		5. Present nationality		6. Sex	
7. a. Marital Status: Single Married Separated Widow(er) Divorced									
7. b. If married, please provide the following information:									
Spouse's Name		Spouse's Nationality		Occupation & Company's Name and Address					
8. Permanent address				9. Present address (<i>if different</i>)			10. Office Tel: E-mail:		
11. Do you have any dependents ? YES NO If the answer is "yes", give the following information:									
Name		Date of Birth	Relationship		Name	Date of Birth	Relationship		
12. Have you taken up legal permanent residence status in any country other than that of your nationality? YES NO If the answer is "yes", which country ?									
13. Have you taken any legal steps towards changing your present nationality ? YES NO If answer is "yes", explain fully:									
14. Are any of your relatives employed by a public international organisation ? YES NO . If answer is "yes", give the following information:				Name of International Organisation					
Name			Relationship		Name of international organisation				
15. What is your preferred field of work ?									
16. Would you accept employment for less than six months ? YES NO				17. Have you previously submitted an application for employment with the Wassenaar Arrangement ? If so, when ?					
18. KNOWLEDGE OF LANGUAGES What is your mother tongue ?									
OTHER LANGUAGES		READ		WRITE		SPEAK		UNDERSTAND	
		Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily
19. For clerical/secretarial positions only <i>Indicate speed in words per minute</i>				<i>List any office machines or equipment you can use.</i>					
Typing		English						Other Languages	
Shorthand									

From	To	Salaries per annum		Exact title of your post:
Month/Year	Month/Year	Starting	Final	
Name of employer:			Type of business:	
Address of employer:			Name of supervisor:	
			Number and kind of employees supervised by you:	Reason for leaving:

DESCRIPTION OF YOUR DUTIES

From	To	Salaries per annum		Exact title of your post:
Month/Year	Month/Year	Starting	Final	
Name of employer:			Type of business:	
Address of employer:			Name of supervisor:	
			Number and kind of employees supervised by you:	Reason for leaving:

DESCRIPTION OF YOUR DUTIES

From	To	Salaries per annum		Exact title of your post:
Month/Year	Month/Year	Starting	Final	
Name of employer:			Type of business:	
Address of employer:			Name of supervisor:	
			Number and kind of employees supervised by you:	Reason for leaving:

DESCRIPTION OF YOUR DUTIES

24. Have you any objections to our making inquiries of your present employer ? _____ YES NO _____

25. Are you now, or have you ever been, a permanent civil servant in your government's employ ? YES NO
If the answer is "yes", when ? _____

26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed under Item 23.

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

27. State any other relevant facts. Include information regarding any residence outside the country of your nationality.

28. 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) ?
YES NO
If "yes", give full particulars of each case in an attached statement.

29. 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 Wassenaar Arrangement renders a staff member of the Wassenaar Arrangement liable to termination or dismissal.

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 Wassenaar Arrangement 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 Arrangement.

ONLY THOSE APPLICANTS WHO ARE OF INTEREST TO THE WASSENAAR ARRANGEMENT WILL BE CONTACTED.

Unless otherwise specified, please return completed form to:
Personnel Service, Wassenaar Arrangement, Mahlerstrasse 12, Stg. 6, 1010 Vienna, Austria
(E-mail: secretariat@wassenaar.org Fax: +43 1 960 031)