

Please type your answers		WASSENAAR ARRANGEMENT PERSONAL HISTORY FORM				
1. Family name			First name			Other names
2. Date of birth	3. Place of birth		4. Nationality at birth		5. Present nationality	6. Gender
7. EMPLOYMENT RECORD Starting with your present position, list <i>in reverse order</i> your employment for the last 12 years. Use a separate block for each position. Also include 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.						
From	To	Annual Salary		Exact title of your position:		
Month/Year	Month/Year	Starting	Final			
Name of employer:			Type of business:			
Address of employer:			Name of supervisor: May we contact them? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, do you wish to elaborate? Telephone No. Email:			
Number of employees supervised by you:			Reason for leaving:			
DESCRIPTION OF YOUR DUTIES						
From	To	Annual Salary		Exact title of your position:		
Month/Year	Month/Year	Starting	Final			
Name of employer:			Type of business:			
Address of employer:			Name of supervisor: May we contact them? Yes <input type="checkbox"/> No <input type="checkbox"/> Telephone No. Email:			
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DESCRIPTION OF YOUR DUTIES				

8. EDUCATION - University or equivalent				
Name, city and country	Years attended		Degrees and academic distinctions	Main course of study
	from	to		

Schools or other formal training (e.g., high school, technical school or apprenticeship)				
Name, city and country	Type	Years attended		Certificates or diplomas obtained
		from	to	

9. KNOWLEDGE OF LANGUAGES What is your mother tongue?

OTHER LANGUAGES	SPOKEN		WRITTEN	
	Easily	Not easily	Fluently	Not easily
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Which of the following are you familiar with:

MS WORD: Yes ☐ No ☐ EXCEL: Yes ☐ No ☐ POWERPOINT: Yes ☐ No ☐

LIBRE OFFICE: Yes ☐ No ☐ WEBEX: Yes ☐ No ☐

OTHER:

11. Marital Status: Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐

If married, please provide the following information:

Spouse's Name	Spouse's Nationality	Occupation and Company's Name & Address

12. Permanent address	13. Present address (<i>if different</i>)	14. Office Tel:
Telephone No.	Telephone No.	E-mail:

15. 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

16. 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?

17. Have you taken any legal steps towards changing your present nationality? Yes ☐ No ☐
If the answer is "yes", explain fully:

18. Are any of your relatives employed by a public international organisation? Yes ☐ No ☐
If the answer is "yes", give the following information:

Name	Relationship	Name of international organisation

19. Have you previously submitted an application for employment with the Wassenaar Arrangement? If so, when?		
20. Are you now, or have you ever been, a permanent civil servant in your government's employ? Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is "yes", when?		
21. Are you in good physical condition with no chronic health problems that may prevent you from carrying out your assignment or may pose a threat to the health of others? Yes <input type="checkbox"/> No <input type="checkbox"/>		
22. Availability for employment from time of offer?		
23. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed under Item 7.</i>		
FULL NAME	EMAIL OR TELEPHONE NUMBER	BUSINESS OR OCCUPATION
24. State any other relevant facts.		
25. 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 <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
26. 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 may 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		

Authorised persons within the Wassenaar Arrangement Secretariat will have access to your personal data to the extent required to process your application for this recruitment. Every precaution will be taken to protect the information you provide. Your data will be retained in our system for up to three years after completion of the recruitment process and thereafter destroyed.

Unless otherwise specified, please return completed form to:

Wassenaar Arrangement Secretariat
 Personnel
 Mahlerstrasse 12, Stiege 5
 1010 Vienna
 Austria
 E-mail: secretariat@wassenaar.org