

6611-C Co

No. 21023/40/2015-PMA Dated 23/09/15 FAX/URGENT/AT ONCE

From: Home New Delhi

- To : 1. The Chief Secretaries and DsG (P)s of all States / UTs
- 2. Directors - IB/CBI/SVP PA/SPG/NEPA/NICFS/CFSL/DCPW/NCRB.
- 3. DsG - BSF/CRPF/ITBP/CISF/NSG/RPF/BPR&D/SSB/NCB/NIA/Assam Rifles (Through LOAR)
- 4. Commissioner of Police Delhi.
- 5. UT Division, MHA

28 SEP 2015

No.21023/40/2015-PMA

Dated the 23 September, 2015

Subject :- Job Opening : Public Order Adviser (P-4), in United Nations Logistic Base (UNLB) in Brindisi, Italy (Job Opening Number : 2015-SPC-75916/75916-DPKO)

*De*  
DIRECTOR CBI  
NEW DELHI  
*Jo/A*

UNDPKO through PMI to UN has sought the nomination of Individual Police Officers for the position of **Public Order Adviser (P-4) United Nations Logistic Base (UNLB) in Brindisi, Italy (UNLB)** for an initial period of 12 months (extendible) :-

Number of post	:	02 Posts
Level of Post	:	P-4, [SP/DIG]
Organization	:	UNSOM
Duration	:	12 Months (extendible)
Job Opening number	:	2015-UNSOM-DPKO

*DD(P)*  
*MA*  
*5.10.15*

**QUALIFICATIONS - Professionalism:** Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement, community safety and capacity building; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Planning and Organizing: develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decision may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

*hmt*  
*5/10/15*

*W 011-115*  
*ya sum*

*5435*  
*26/10/15*

*10/55*  
*03/11/15*

**Education:** Advanced university degree (Masters degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in police operational matters, including public order maintenance may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required.

**Work Experience:** A minimum of 7 years of active law enforcement experience in a national law enforcement agency at the strategic, operational and administrative levels, including at least three years of experience in crowd management and riot control and other public order matters, both with regards to policy making and implementation, is required. Peacekeeping or other international experience in the UN or other organizations is desired.

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage. **Preference will be given to equally qualified women candidates.**

2. It is requested that nomination of **eligible and willing officer** of the level of **SP/DIG (P-4)** may be submitted to this Ministry by **09<sup>th</sup> November, 2015** along with the following documents duly completed in all respect:-

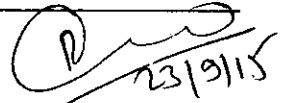
- i. United Nations Personal History Profile (PHP) form (P.11) duly completed and signed by the nominated candidate.
- ii. United Nations Employment and Academic Certification [attachment to personal history profile (P-11)] Form duly completed and signed by the nominated candidate as well as the relevant local authority.
- iii. Personal details as per **Annexure-I**.

3. The nominated officers may be advised to send the above document as per the format enclosed through electronic mail at e-mail address ([uspma@nic.in](mailto:uspma@nic.in) or [sopma@nic.in](mailto:sopma@nic.in)).

4. **No modified format other than the specimen enclosed duly typed will be entertained/accepted as it invites lot of observations from UN HQ (UNDPKO) while finalizing the nominations.** Hand written PHP/EAC will not be entertained/accepted. It may be ensured that the photographs of the officer applying for the post should be placed on the front side of P-11 form and signature in the last page at relevant place.

5. It may please be ensured that the nominees are clear from Vigilance angle.

6. No direct application will be entertained.

  
23/9/15

**( Ramian Kumar )**

Under Secretary to the Government of India

☎: 23093443

☎: 23093750/2398

✉: uspma@nic.in

Copy to

1. Commissioner of Police ,  
Mumbai, Kolkatta, Chennai and Bangalore.

} It is requested to forward the nominations of eligible and willing officers though State Government only.

2. SO (IT), MHA - With the request to upload the above communication on MHA website.



**( Raman Kumar )**

Under Secretary to the Government of India

☎: 23093443

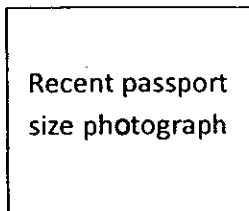
📠: 23093750/2398

✉: uspma@nic.in

5 (277)

Annexure

**BIO-DATA PROFORMA**



1. Name of Post applied.
  2. Job opening number
  3. Name of the Officer
  4. Designation/Rank/organisation with present place of posting.
  5. In the case of officers of deputation with other organization.
    - (a) Name of Parent organization.
    - (b) Name of organization presently employed.
    - (c) Date of deputation
    - (d) Expected date of repatriation to parent cadre/organization.
  6. Date of Birth
  7. Education/Qualification
  8. Date of Joining Police Service
  9. Service/Cadre/Batch
  10. Educational Qualification
  11. Previous UN experience
- Telephone No.
- a. Office
  - b. Residence
  - c. Mobile No
  - d. Fax No.
  - e. E-mail id

I hereby certify that, I fulfill the eligibility requirement notified for the post applied for.

(Signature of the applicant)

3/18

United



Nations Secretariat

Vacancy Announcement for Positions in the Department of Peacekeeping Operations requiring official secondment from national governments of Member States of the United Nations Organization

**YACANCY ANNOUNCEMENT NUMBER**

2015-SPC-75918/75916-R-DPKO

**DEADLINE FOR APPLICATIONS**

16 November 2015

**POST TITLE AND LEVEL**

Public Order Advisor, P-4 (2 Posts)

**DUTY STATION**

BRINDISI, ITALY

**ORGANIZATIONAL UNIT**

DEPARTMENT OF PEACEKEEPING OPERATIONS

**INDICATIVE MINIMUM GROSS ANNUAL**

U.S. Dollars 94,268

**REMUNERATION (NOT INCLUDING POST ADJUSTMENT)**

CIRCULATION LIMITED TO MEMBER STATES. APPOINTMENTS ARE LIMITED TO SERVICE ON POSTS FINANCED BY THE SUPPORT ACCOUNT OF PEACEKEEPING OPERATIONS.

~~United Nations Security Council~~

**RESPONSIBILITIES:** Under the direct supervision of a Team Leader of the Standing Police Capacity (SPC), the incumbent advises and assists on the law enforcement maintenance of public order including crowd management and riot control. The SPC is a UN Police mechanism for starting up police components in new UN peace operations as well as assisting existing operations on a continual basis. The incumbent provides advice on the deployment and use of international Formed Police Units (FPUs) in UN peace operations as well as the development of this capacity in indigenous law enforcement agencies that UN Police are mandated to assist. Activities are undertaken with regard to building institutional law enforcement capacity in the public order field, in line with the strategic mission of UN Police. When at Brindisi, the incumbent interacts closely with officials in the Police Division of the Department of Peacekeeping Operations and develops doctrine and concepts of operation on law enforcement and public order matters relevant to the respective assignments given to the SPC. S/he reviews current UN Police operations with a view to formulating proposals on public order assistance that the SPC is expected to undertake once deployed on the ground. When deployed in the field, the incumbent advises and assists UN Police in the deployment and use of FPUs as well as other public order practices and advises local law enforcement on the full breadth of law enforcement responses to ensure public order. Focus is placed on the organizational and structure changes required in indigenous law enforcement as well as developing local capacity and tactics for law enforcement units in crowd management and anti-riot operations, both during peaceful as well violent demonstrations and protests. The incumbent pays particular attention to the needs and requirements of indigenous formed police capacities and makes expert recommendations to support their overall development. S/he may also provide advice and assistance on crowd-related issues, close police protection of VITs, policing diplomatic compounds and other representative areas, and providing police convoy and escort services.

**COMPETENCIES:**

**Professionalism:** Knowledge of theories, concepts and approaches relevant to democratic policing, law enforcement, community safety and capacity building; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of complex issues and problems. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings

**QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive experience in police operational matters, including public order maintenance may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or similar law enforcement training institution is required.

**Work Experience:** A minimum of 7 years of active law enforcement experience in a national law enforcement agency at the strategic, operational and administrative levels, including at least three years of experience in crowd management and riot control and other public order matters, both with regards to policy-making and implementation, is required. Must be in active national police service with the rank of Superintendent or Lt. Colonel, other service equivalent or higher rank is required. Peacekeeping or other international experience in the UN or other organizations is desired.

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 16 September 2015

7  
230

2/13

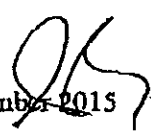
United Nations  Nations Unies

The Secretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal 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), but were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have 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.

The Secretariat recalls that the responsibilities of those personnel who are appointed to serve the United Nations are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

This request is being transmitted to all Member States, in compliance with General Assembly resolution 51/243 of 15 September 1997.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member State to the United Nations the assurances of its highest consideration.

16 September 2015 

4/13

**UNITED NATIONS**

**Employment and Academic Certification**

Attachment to Personal History Profile (PH)

**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				



(9)  
(231)  
5/13

**Experience in peacekeeping operations:**

**Specify UN or other International Experience, starting with your most recent experience and list in reverse order**

Dates mm/yy-mm/yy	Mission/ Operation/Location	Position/title (Milob, HQ Staff, Contgt, Adviser)	Description of duties

**Command Experience, starting with your most recent experience and list in reverse order**

Dates mm/yy-mm/yy	Unit/Position/Org	Significant Unit Activities

**Significant Planning Experience, starting with your most recent experience and list in reverse order**

Dates mm/yy-mm/yy	Position/Org	Operation/Activity

**(Other) International Exposure other than peace keeping operations, starting with your most recent experience and list in reverse order**

Date: mm/yy-mm/yy	Position/Org	Function/Activity

10

8/13

**Military and/or Police Training Courses/Seminars: (last two years)**

Name of Course	Date: mm/yy - mth/yy	Institution

**Additional Comments:**

**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 preceding 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.**

(11)  
(232)

I hereby certify that the nominated candidate has never been convicted or, or is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violations of international human rights law, civil action or disciplinary offence.

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.

In the case of the nominee who has been investigated for, charged with or prosecuted for any criminal 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), but was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

Date..... Official Stamp .....

12

8/18

<b>INSTRUCTIONS</b> Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.		 <b>UNITED NATIONS</b> <b>PERSONAL HISTORY</b>			Do not Write in This Space			
1. Family name		First name	Middle name	Maiden name, if any				
2. Date of (day/month/yr) Birth		3. Place of birth	4. Nationality(ies) at birth	5. Present Nationality(ies)	6. Sex			
7. Height	8. Weight	9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>						
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 <input type="checkbox"/> NO <input type="checkbox"/> (b) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>								
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 <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:								
Name of Children	Date of Birth (day/mo/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 <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?								
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:								
18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>			21. Have you previously submitted an application for employment and/or undergone any tests with U.N.? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?					
22. 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
	<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"/>	<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"/>
23. For clerical grades only Indicate speed in words per minute								
	English	French	Other languages			List any office machines or equipment and computer programmes you use.		
Typing								
Shorthand								

(13)  
 233  
 3/13

24. EDUCATION, Give full details. N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent		ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
NAME, PLACE AND COUNTRY Please give complete address.		Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address.	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

25. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

26. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (DO NOT ATTACH)

27. EMPLOYMENT RECORD: Starting with your present post, 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 gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

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
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES:				

14

10/13

B. PREVIOUS POSTS (IN REVERSE ORDER)

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

15  
234  
11/15

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES  NO

29. ARE YOU NOW OR HAVE YOU EVER BEEN A CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES  NO   
If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, and are not current United Nations staff members, who are familiar with your character and qualifications.  
*Do not repeat names of supervisors listed under Item 27.*

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

32. 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.

33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANT'S. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES  NO

34. 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 Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(day, month, year)

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.

16

12/1/83

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 gainfully employed. See next page for more blocks.

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
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		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
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		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
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		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	
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				



17  
 235  
 13/18

**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 gainfully employed.

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