

Personal History Form for Internships

<p>INSTRUCTIONS</p> <p>Please provide a cover letter along with your completed Personal History form. Please answer each question clearly and completely. Read carefully and follow all directions. TYPE OR PRINT IN INK.</p>	<p>Please do not write in this space</p>
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PERSONAL INFORMATION			
1. _____ Family Name	2. _____ First & Middle Name	3. _____ Maiden Name, if any	
4. _____ Date of Birth (yyyy/mm/dd)	5. _____ Place of Birth	6. _____ Marital Status	7. _____ Gender
8. _____ Nationality at Birth	9. _____ Present Nationality	10. _____ Second Nationality, if any	

CONTACT INFORMATION	
11. _____ Permanent Address (Street, City, Country)	
12. _____ Present Address (Street, City, Country)	13. _____ Current Home Telephone No.
14. _____ E-Mail Address	15. _____ Mobile Telephone No.

16. **EDUCATION** - Give exact names of institutions and titles of degrees above secondary school, as they appear in the diploma(s). Please do not translate or equate to other degrees.

Month/Year attended		Degrees and Academic Distinctions	Main Course of Study	Name, Place and Country
from	to			

Please indicate if any of the studies specified above was not finished or is in progress and give reasons for any overlaps of study periods. If you wish, provide any other information regarding your education that you consider relevant:

17. List membership in university societies and activities in civic, public or international affairs.

18. INTERNSHIP OR WORK EXPERIENCE - Starting with the most recent, list in reverse order any internships or related employment you have had. Use a separate block for each internship. If you need more space, attach additional pages of the same size.

From	To	
Name, address and phone number of former business/organization:		
Name and title of supervisor:		
Have you any objections to our making enquiries?		Yes / No
Reason for leaving:		
DESCRIPTION OF YOUR DUTIES:		

From	To	
Name, address and phone number of former business/organization:		
Name and title of supervisor:		
Have you any objections to our making enquiries?		Yes / No
Reason for leaving:		
DESCRIPTION OF YOUR DUTIES:		

19. INTERNSHIP AVAILABILITY:

Please indicate availability for internship in the format YYYY/MM/DD

Start date: _____ End date: _____ Desired length in months: _____

OR

I am applying for an internship during: Spring: _____ Summer: _____ Autumn: _____ Winter: _____

Year: _____ Desired length in months: _____

20. FINANCIAL CONDITION AND SUPPORT

Please provide details of all financial support from a university, other institution and/or government that you would receive if you were to become an intern and the specific amount you would receive.

If you were to become an intern, do you or will you pay rent on your own to a non-family third party during your internship? Yes / No

21. KNOWLEDGE OF LANGUAGES:

What is your mother tongue?

Please specify other languages you know and indicate your level of knowledge by using the following keys: **LIMITED (LIM)** = Limited conversation, reading of newspapers, routine correspondence. **WORKING KNOWLEDGE (WK)** = Engage freely in discussions, read and write more complex material. **FLUENT (FL)** = Speak, read and write nearly as well as mother tongue.

No.	Language	Speak	Read	Write
1.				
2.				
3.				
4.				
5.				

22. COMPUTER SKILLS

Please indicate and comment on your computer knowledge in the areas listed below. When indicating your level of knowledge, use the following keys: **FAIR** = limited experience. **WORKING KNOWLEDGE** = regular use of the software and ability to apply it to meet the requirements of the job. **PROFICIENT** = advanced user; able to perform complex tasks. If you have no knowledge of any area, leave the corresponding field blank.

Word Processing:

Spreadsheets:

Presentation/Desktop publishing:

Databases:

Internet:

E-Mail/Communication:

Programming:

Other software:

23. MISCELLANEOUS

Have you taken up legal permanent residence status in any country other than that of your nationality? Yes / No

Have you taken any legal steps towards changing your present nationality? Yes / No

If the answer to either question is yes, explain fully:

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.

Where did you learn about internships at the IAEA?

24. Are any of your relatives employed by IAEA or any other international organization?		Yes / No
If the answer is yes, give the following information:		
Name	Relationship	Name of international organization

25. REFERENCES - List three persons, not related to you, who are familiar with your character and qualifications.		
Full name	Full address, phone number and e-mail address	Business or occupation

26. IMPORTANT - Please provide any other information that you consider important for the evaluation of your candidature:

27. I certify that the statement made by me in answer to the foregoing questions is 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 for internships or other document requested by the IAEA renders an intern of the IAEA 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 Agency 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 Agency. While you may rest assured that your candidature will be carefully examined, receipt of this form will not necessarily be acknowledged. Any further correspondence will be initiated by the Agency.