HOW TO CREATE A PERSONAL HISTORY PROFILE IN INSPIRA
When applying for UNIC local level posts

This is not an official United Nations document. It is an informal manual prepared by the Information Centre Services of the United Nations Department of Public Information to provide further practical assistance to candidates applying to local level posts in the global network of United Nations Information Centres (global UNIC network). It offers step-by-step guidelines on how to create a Personal History Profile (PHP) in Inspira, the talent management system of the United Nations Secretariat. It is not intended to replace the “Applicant’s Manual: Manual for the Applicant on the Staff Selection System (Inspira)” published by the United Nations Office for Human Resources Management, which should be used when applying for job openings on the United Nations Careers Portal (http://careers.un.org).
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HOW TO CREATE A PERSONAL HISTORY PROFILE (PHP) IN INSPIRA

1  Checklist

It is recommended to have the following information on hand before creating your PHP.

1.1  Work Experience

1. Current and previous jobs held.
2. Name, address and telephone number of current and previous employers.
3. Name and email address of current and previous supervisors.
4. Employment start date and end date, including salary history.
5. Job title (if relevant) and the main duties and responsibilities performed on a daily basis for each job listed.
6. Summary of achievements for each job listed.

1.2  Education Details

1. Name of educational institutions attended from age 14.
2. Courses attended, including its start and end dates.
3. Diplomas and/or degrees obtained.
4. Postal and website addresses of educational institution attended.

2  Accessing Inspira

2.1  Login or Register

1. Go to https://inspira.un.org
2. If you do not have an Inspira account, click “Register now” to create an account.
3. Follow the instructions in section “2.2. Inspira Account Registration”.
4. If you already have an Inspira account, log in with your “User ID” and “Password”.

![Inspira login page](https://inspira.un.org/login)
2.2 Inspira Account Registration

1. Enter your User ID in the space provided. **A User ID is unique but should be easy to remember.** You can use any combination of characters up to 70 characters, such as your full e-mail address (e.g. jane.doe@something.com), variations of your name (e.g. jdoe, janedoe, jane.doe, etc.).

2. Enter a unique password in the space provided. Your password must have 6 to 32 characters and may consist of letters (a-z, A-Z), numbers (0-9), or a combination of both.

3. Enter the same password you entered in step 2 in the space provided.

4. Enter your given name, as shown on your official identity document (e.g. passport, national identity card, birth certificate), in the space provided.

5. Enter your family name as shown on your official identity document (e.g. passport, national identity card, birth certificate), in the space provided.

6. Enter your primary e-mail address in the space provided. **Make sure you enter a valid and current email address.** This address will be used for communications regarding your application.

7. Enter your date of birth by clicking on the Calendar icon. A Calendar pop-up window appears with the current month, year and day selected. Select the month and year corresponding to your date of birth, and then click on the day corresponding to your date of birth in the calendar. The field will be populated with the selected date when done.

8. Click the “Register” button.
3 Your Profile

3.1 Accessing Your Profile
1. If you are not already logged in, log in to Inspira.
2. If you get a “Your profile is incomplete” prompt, click OK.
3. If you do not get a prompt, click the “My Profile” link to access your profile.

3.2 Personal Details
1. Click on the “Personal Details” tab.
2. Click the appropriate link to modify your date of birth and your gender.
3. Enter at least one telephone number in the space provided.
4. Complete the mandatory fields (marked with an asterisk) for your permanent address. A permanent address is normally located in your country of nationality.
5. Select “Current” to enter your current address. A current address is where you are residing at the time you are submitting your application, and does not necessarily have to be located in the country of your nationality.
6. Check this box if your current address is the same as your permanent address and wait for the page to automatically populate your current address using information from your permanent address. Then, go to step 7. If your current address is NOT the same as your permanent address, do NOT check this box and go to step 6.
7. Complete the mandatory fields (marked with an asterisk) for your current address.
8. Select “Mailing” to enter your mailing address. A mailing address is where you receive your postal mail. A mailing address may be different from where you are residing, and does not necessarily have to be located in the country of your nationality.
9. Complete the mandatory fields (marked with an asterisk) for your mailing address.
10. Click the “Save” button. If you do NOT click the “Save” button, all the changes you entered will be lost.
3.3 Family Details

1. Click the “Family Details” tab.
2. Select your marital status from the options on the list.
3. Respond “Yes” or “No” as appropriate.
4. In the space provided, enter the name of a person to be contacted in case of an emergency.
5. In the space provided, enter the telephone number of the emergency contact person.
6. In the space provided, enter your relationship with the emergency contact person.
7. Click the “Save” button. If you do NOT click the “Save” button, all the changes you entered will be lost.
3.4 Nationality and Residence

1. Click the “Nationality & Residence” tab.
2. Select your nationality from the countries on the list.
3. If you have more than one nationality at birth, click the “Add another Nationality at Birth” button.
4. Select your other nationality at birth from the countries on the list.
5. Repeat steps 3 and 4 for as many nationalities at birth that you have.
6. Click the “Trash” icon to delete the corresponding nationality at birth.
7. Respond “Yes” or “No” as appropriate.
8. If you have multiple nationalities, click the “Add another Nationality” button.
9. Select your additional nationality from the countries on the list.
10. Enter a brief explanation about this additional nationality.
11. Repeat steps 5, 6 and 7 for every nationality that you have.
12. Click the “Trash” icon to delete the corresponding additional nationality.
13. Respond “Yes” or “No” as appropriate.
14. You do not need to scan and attach any documents at this time.
15. Respond “Yes” or “No” as appropriate.
16. Click the “Save” button. If you do NOT click the “Save” button, all the changes you entered will be lost.
4 Building a PHP

4.1 Creating a New PHP

1. Go to the Inspira home page and click on the “Create Draft Application” button.
2. On the following screen, click the “Confirm” button.
3. Select the “Build New Application” option.
4. Click the “Continue” button.
4.2 Employment Preferences
1. Click on the “Preferences” tab.
2. Select how you found out about the job opening you are applying for from the options on the list. If you select “Other” enter a brief explanation in the space provided.
3. Respond “Yes” or “No” as appropriate.
4. If you are interested in working at a main UN office, select your preferred office from the available choices. You may select more than one office.

5. If you are interested in working at another UN office, enter the name of the office by typing the first few letters of the city where that office is located in the space provided. Then, wait for the system to search for the office.

6. Alternatively, you may search for the office using the search tool in the system. To do so, click the magnifying glass icon.

7. Click the “Add other Preferred Office” button and repeat step 5 and 6 to add another UN office. Repeat this step for as many UN offices as you would like to add.

8. If you are interested in working at a UN Field Mission, select the name of the Field Mission from the Field Missions on the list.

9. Click the “Add Field Mission” button and repeat step 7 to add another Field Mission. Repeat this step for as many field missions as you would like to add.

10. Select your preferred field of work from the option on the list.

11. Click the “Add Job Family” button and repeat step 10 to add another preferred field of work. Repeat this step for as many field of work as you would like to add.

12. Click the “Save” button. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
4.3 Education and Work Experience

1. Click on the “Education & Work Experience” tab.


3. If you are currently working for the United Nations Common System or have worked for the United Nations Common System in the past, select the entity you last worked for from the options on the list.

4. If applicable, select the type of your appointment with the organization.
5. If applicable, enter the start and end date of your appointment with the organization by clicking on the calendar icon.

6. If applicable, select the reason why your appointment with the organization ended.

7. Click the “Add Work Experience” button to add one work experience, including your current position. Go to section “4.3.1. Add Work Experience” for the next steps to follow.

8. Repeat step 7 as many times as needed to add another work experience.

9. Click the “Add Education Details” button to add one education details. Go to section “4.3.2. Add Education Details” for the next steps to follow.

10. As needed, repeat step 9 as many times as needed to add another education details.

11. Click the “Save” button. **If you do NOT click the “Save” button, all the changes you entered will be lost.**

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### 4.3.1 Adding Work Experience

1. Enter the exact title of the job (e.g. Accountant, Administrative Assistant, etc.)

2. Check this box if this is your current job.
3. Enter the **exact** start and end date associated with the job by clicking on the appropriate calendar icon (if this is your current job and the box in step 1 is checked, you will only need to enter the start date). If you are not able to enter an exact date, enter as close an approximate as possible. **Overlaps and gaps in your employment history must be entered in the system and clearly explained.**

4. If applicable, enter the notice period you need to provide at this job (in number of weeks).

5. Respond “Yes” or “No” as appropriate.

6. Respond “Yes” or “No” as appropriate. If you respond “Yes” the page will reload to display new fields to enter your appointment type, your category and your level.

7. If applicable, select your type of appointment, your category, your level and how your level was determined from the option on the list.

8. Enter the name and telephone number of your employer in the space provided. A telephone number is required. If a telephone number is not available, enter a placeholder **numerical** value, such as “1234.” **If a current telephone number to contact your employer is not available, the email address of your supervisor as described in step 10 must be provided (or vice versa).**

9. If you responded “Yes” in step 6, enter the name of the duty station where you worked in the space provided (after you type the first few letters of the exact name of the duty station, the page will reload. Alternatively, you may search for the duty station using the search tool in the system by clicking on the magnifying glass icon. Refer to section “4.3.3. Searching for a duty station” for more details on how to use the search tool to find a duty station.

10. Enter the name and email address of your supervisor. **If you did not provide a telephone number in step 8, the email address of your supervisor is required.**

11. Enter the appropriate address information for your employer.

12. Select the type of business, your job family, and your field of work at this job from the options on the lists.

13. Select the type of employment from the options on the list.

14. If applicable, enter the number of employees you supervised at this job in the space provided.

15. If applicable, select the type of employees you supervised at this job.

16. Describe **all** the duties and responsibilities you have undertaken at this job **as precisely and as detailed as possible.** Enter multiple duties as bulleted lists or separate multiple entries with a full stop or semi-colon. **For part-time employment, clearly specify the total number of hours worked per week in this field at the beginning of the list of duties and responsibilities.**

17. List any notable achievements you completed at this job, particularly if they are relevant to the job opening you are applying for. Enter multiple achievements as bulleted lists or separate multiple entries with a full stop or a semi-colon.

18. Clearly indicate the reason you had for leaving this job.

19. Click the “Save” button. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
### Application

**Add Work Experience**

<table>
<thead>
<tr>
<th>Enter Employment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
</tr>
<tr>
<td><strong>From:</strong></td>
</tr>
<tr>
<td><strong>To:</strong></td>
</tr>
<tr>
<td><strong>Is this a civil servant position in your government?</strong></td>
</tr>
<tr>
<td><strong>Is this a position in the UN Secretariat?</strong></td>
</tr>
<tr>
<td><strong>Is this a position in another UN entity?</strong></td>
</tr>
<tr>
<td><strong>Type of contract appointment or relationship to the Organization</strong></td>
</tr>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td><strong>Level</strong></td>
</tr>
<tr>
<td><strong>On Initial Appointment?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Employer</strong></td>
</tr>
<tr>
<td><strong>Employer’s Phone</strong></td>
</tr>
<tr>
<td><strong>Website of Employer</strong></td>
</tr>
<tr>
<td><strong>Duty Station</strong></td>
</tr>
<tr>
<td><strong>Name of Supervisor</strong></td>
</tr>
<tr>
<td><strong>Supervisor’s e-mail address</strong></td>
</tr>
</tbody>
</table>

1. Job Title
2. Present Job
3. From: 01/07/2013
4. To: 31/12/2013
5. Yes
6. Yes
7. Short term
8. UN Department of Political Affairs
9. 12129631234
10. NEW YORK
4.3.2 Adding Education Details

1. Select the type of educational institution and the country where the educational institution is located from the options on the lists.
2. Respond “Yes” or “No” as appropriate.
3. Enter the name of the city where the educational institution is located.
4. Enter the first few letters of the exact name of the educational institution. Then, wait for the system to search for the educational institution.
5. Alternatively, you may search for the educational institution using the search tool in the system. To do so, click the magnifying glass icon to start. Refer to section “4.3.4. Searching for an educational institution” for more details on how to use the search tool to find an educational institution.
6. Select your degree or diploma, the main course of study and your field of study from the options on the list.
7. Enter the English or French name of your diploma in the space provided.
8. Enter the exact name (in its original language) of your diploma in the space provided.
9. Respond “Yes” or “No” as appropriate. If you respond “No,” provide a clear explanation in the space provided.
10. Enter the exact dates of attendance (or as close an approximate as possible) by clicking on the calendar icon.
11. Select your enrolment status.
12. Select the teaching method from the options on the list.
13. Provide additional comments if needed.
14. Click the “Save” button. If you do NOT click the “Save” button, all the changes you entered will be lost.
**4.3.3 Searching for a Duty Station**

1. Click the magnifying glass icon to begin your search.
2. To perform a basic lookup, enter the first few letters of the exact name of the duty station in the space provided.
3. Click the “Lookup” button to start the search.
4. To perform an advanced lookup, click the “Advanced Lookup” link from the basic lookup pop-up window.
5. Select “Contains” from the options on the list.
6. Enter the first few letters of the exact name of the duty station in the space provided.
7. Click the “Lookup” button.

4.3.4 Searching for an Educational Institution
1. Click the magnifying glass icon to begin your search.
2. Under the “Search by” field, select “Long Description” from the options on the list.
3. To perform a “Basic Lookup” search, enter the first few letters of the exact name of the educational institution in the space provided.
4. Click the “Lookup” button.
5. To perform an “Advanced Lookup” search, click the “Advanced Lookup” link from the “Basic Lookup” pop up window.
6. On the “Long Description” field, select “Contains” from the options on the list.
7. Enter parts of or the exact name of the educational institution in the space provided.
8. Click the “Lookup” button.
4.4 Skills (Certificates, Languages, Publications)

4.4.1 Adding Certificates (obtained through the United Nations)

1. Click the “Skills” tab.
2. Click the “Add United Nations Training and Learning” button to add a training certificate obtained through the United Nations.
3. Enter the exact name of the United Nations certificate in the space provided.
4. Enter the date when the United Nations certificate was obtained by clicking on the calendar icon.
5. Click the “Save” button. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
6. Repeat steps 2 to 5 to add more training certificate obtained through the United Nations.
7. When you are done adding United Nations certificates, click the “Save” button on the “Skills” tab. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
4.4.2 Adding Certificates (not obtained through the United Nations)

1. Click the “Add Licenses and Certificates” button to add a training certificate that was NOT obtained through the United Nations.
2. Select the name of the license or certificate from the options on the list.
3. Enter a brief description of the license or certificate (or the field of study) in the space provided.
4. Enter the date when the license or certificate was obtained by clicking on the calendar icon.
5. Click the “Save” button. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
6. Repeat steps 1 to 5 to add another training certificate that was NOT obtained through the United Nations.
7. When you are done adding training certificates that were NOT obtained through the United Nations, click the “Save” button on the “Skills” tab. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
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4.4.3 Adding Languages
1. Click the “Add Language” button to add a language.
2. Select the language from options on the list.
3. Select your reading proficiency for this language from the options on the list.
4. Select your speaking proficiency for this language from the options on the list.
5. Select your understanding proficiency for this language from the options on the list.
6. Select your writing proficiency for this language from the options on the list.
7. Indicate how you have acquired the language by selecting the appropriate options on the list.
8. Indicate if the language is your mother or principal tongue.
9. If applicable, indicate if you have passed the United Nations Language Proficiency Examination (LPE) for this language.
10. Click the “Save” button. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
11. Repeat steps 1 to 10 to add additional languages.
12. When you are done with adding languages, click the “Save” button on the “Skills” tab. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
4.4.4 Adding Publications

1. Click the “Add Publication” button to add a significant publication you have written that has been made available to the general public.
2. Enter the title of the publication in the space provided.
3. Enter the name of the journal and/or the publisher in the space provided.
4. Enter the publication date in the space provided by clicking on the calendar icon.
5. Click the “Save” button. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
6. Repeat steps 1 to 5 to add additional publications.
7. When you are done adding publications, click the “Save” button on the “Skills” tab. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
4.5 References

1. Click on the “References” tab.
2. Click the “Add Reference” button and provide the following information (fields marked with an asterisk are required).
3. Select a reference type from the options on the list.
4. Enter the full name of the reference person in the space provided.
5. Enter the title of the reference person in the space provided.
6. Enter the full name (**spell out all acronyms**) of the organization or company associated with the reference person in the space provided.
7. Enter the telephone number of the reference person in the space provided.
8. Enter the email address of the reference person in the space provided.
9. Select the country of residence of the reference person from the countries on the list.
10. Optionally, you may enter the remaining address details of the reference person in the spaces provided.
11. Select your relationship with the reference person from the options on the list.
12. Click the “Save” button. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
13. Repeat steps 3 to 12 to add another reference person.
14. When you are done adding references, click the “Save” button on the “References” tab. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
4.6 Cover Letter and Additional Information

1. Click the “Cover Letter & Additional Information” tab.
2. Enter your cover letter in the space provided. It is strongly recommended that you include your email address and primary telephone number in your signature in the cover letter text.
3. Since you are not applying to a job directly via the Inspira system but will instead download and sent your PHP via email, you are not required to add any attachments to your PHP.
4. Respond “Yes” or “No” as appropriate.
5. If you responded “Yes” in step 3, select the reason for the offence from the options on the list.
6. If you responded “Yes” in step 3, select the resolution for the offence from the options on the list.
7. If you responded “Yes” in step 3, enter a clear and concise explanation of the offence in the space provided.
8. Respond “Yes” or “No” as appropriate.
9. If you responded “Yes” in step 7 select the year you passed the UN competitive examination from the options on the list.
10. If you responded “Yes” in step 7 select the field in which you passed the UN competitive examination from the options on the list.
11. Click the “Add another exam entry” to enter each UN competitive examination that you have passed.
12. Verify that the personal information listed in the following section and entered in section “3. Your Profile” is correct. Make the appropriate changes if needed.
13. Respond “Yes” or “No” as appropriate.
14. Click the “Save” button. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
5  Modifying or Deleting a PHP

1. If you are not already logged into Inspira, log into the system at https://inspira.un.org.
2. If you are already logged into the system, go to the home page by clicking on the “Home” link in the navigation menu on the top right hand of the screen.
3. Click the “X Application(s)” link in the “My Career Tools” section, where X stands for the number of PHP currently in the system.
4. If needed, select a time frame from the options on the list.
5. If a time frame was selected in step 4, click the “Refresh” button to reload the content of the page.
6. To delete a PHP, click the “Trash” icon in the last column of the “My Applications” table. At the prompt, click the “Delete” button to permanently delete the PHP. Note that once deleted, a PHP cannot be recovered.
7. To modify a PHP, click the “No job” link in the “Application” (first) column of the “My Applications” table. (Note: This document assumes that the user has not yet submitted a job application directly through the Inspira system).
8. Edit the PHP by entering new information using the steps illustrated in the section “4. Building a PHP” and/or changing existing information as follow.
5.1 Modifying or Deleting Work Experience

1. Click on the “Education & Work Experience” tab.
2. To delete a job entry, click the “Delete” link in the last column of the “Work Experience” table. At the prompt, click “OK” to **permanently** delete the job entry. **Note that once deleted, a job entry cannot be recovered.**
3. To modify your work experience, click the link in the “Employer” column that corresponds to the job entry you would like to modify.
4. Make the appropriate changes following the steps illustrated in section “4.3.1. Add Work Experience”.
5. When you finish making changes, click the “Save” button on the “Education & Work Experience” tab. **If you do NOT click the “Save” button, all the changes you entered will be lost.**
6. Repeat steps 2 to 5 to modify or delete additional job entries.
5.2 Modifying or Deleting an Education Detail

1. Click on the “Education & Work Experience” tab.

2. To delete an education detail, click the “Delete” link in the last column of the “University” or “High School” table. At the prompt, click “OK” to **permanently** delete the education detail. **Note that once deleted, an education detail cannot be recovered.**

3. To modify an education detail, click the link in the “School” column that corresponds to the entry you would like to modify.

4. Make the appropriate changes following the steps illustrated in section “4.3.2. Add Education Details”.

5. When you finish making changes, click the “Save” button on the “Education & Work Experience” tab. **If you do NOT click the “Save” button, all the changes you entered will be lost.**

6. Repeat steps 2 to 5 to modify or delete other education details.
6 **Downloading/Printing a PHP**

1. If you are not already logged into Inspira, log into the system at [https://inspira.un.org](https://inspira.un.org).
2. If you are already logged into the system, go to the home page by clicking on the “Home” link in the navigation menu on the top right hand of the screen.
3. Click the “X Application(s)” link in the “My Career Tools” section, where X stands for the number of PHP currently in the system.
4. If needed, select a time frame from the options on the list.
5. If a time frame was selected in step 4, click the “Refresh” button to reload the content of the page.
6. Click the appropriate "View/Print PHP" link to open a pop up window (or tab) with the PHP in PDF format. **For this to work, your Internet browser should be configured to allow pop-up windows** (Refer to the appropriate manual for your Internet browser for the appropriate configuration steps).
7. Print or save your PHP in a PDF file format.
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Welcome Doe, Jane

Basic Job Search
Keywords: 
Job Family: 
Category/Level: 
Duty Station: 
Priority: 

Search Advanced Search Job Notes

My Latest Applications
You have no Applications.

My Career Tools
-资格列表
0 Qualifications
-资格列表
0 Membership
0 Attachments
Create Draft Application My Profile
Consult UNESCO list

Display applications from: Within Last Six Months

<table>
<thead>
<tr>
<th>Application</th>
<th>Level</th>
<th>Job ID</th>
<th>Status</th>
<th>View/Print PHP</th>
<th>Creation Date</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Job</td>
<td>Draft</td>
<td></td>
<td></td>
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<td>11/08/2014 5:52PM</td>
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