

APPLICATION CHECKLIST

FOR JOB OPENINGS IN THE UNITED NATIONS INFORMATION CENTRES

All fields are mandatory. Print form and use black or blue ink to complete.

LAST NAME • NOM DE FAMILLE

FIRST NAME • PRENOM

EMAIL ADDRESS • ADRESSE E-MAIL

TELEPHONE NUMBER • NUMÉRO DE TÉLÉPHONE

JOB OPENING NUMBER • NUMÉRO DE L'AVIS DE VACANCE DE POSTE

DUTY STATION • LIEU D'AFFECTATION

I acknowledge the following conditions must be met for my application to be considered:

- I attached my most recent **Inspira** PHP.
- I included my cover letter in this Inspira PHP.
- I attached a copy of the required degree/diploma.
- I clearly explained any gaps and/or overlaps in my employment history.
- I indicated the total number of hours worked per week for **part-time employment**.
- I specified telephone numbers and/or email addresses to contact past supervisors.
- I clearly specified my current telephone number and email address on my application.
- I did **not** attach the older United Nations Personal History Profile (P.11) form, old Galaxy PHP or any other employment history profile forms from another UN entity.
- I did **not** attach a separate resume or curriculum vitae.
- I did **not** attach a separate cover letter.

FULL NAME • NOM ET PRENOMS

DATE

SIGNATURE