###### PERSONAL HISTORY FORM SEP

Instructions

- Please read carefully and follow all instructions;

- Please answer each question clearly and completely in English;

**As an applicant** for an open position:

Please send the signed Personal History Form together with all other documents.

**As member of the Swiss Expert Pool for civilian Peacebuilding** (SEP):

For an update of your data: please send the signed form to: [sts.afm.expertenpool@eda.admin.ch](mailto:sts.afm.expertenpool@eda.admin.ch)

**All information will be kept confidential**

Please insert an electronic photo

1. **PERSONAL DATA**
2. **Personal information**

|  |  |
| --- | --- |
| **Family Name** | **First Name** |
| **Civil Status** Choose an item. | |
| **Sex**  **Male**  **Female** | **Military rank       Police rank** |
| **Date of birth** | **Place of birth** |
| **Swiss citizenship**  **Yes  No** | **Other citizenships** |
| **Place of origin** | **Social insurance number** |

1. **Addresses**

**Correspondence address**

|  |  |  |  |
| --- | --- | --- | --- |
| Choose an item. | | | |
| **c/o** | | **Street** | |
| **Town/City** | **Postal code** | | **Country** |
| **Telephone no.** | **Mobile no.** | | **Email address** |

**Other addresses**

|  |  |  |  |
| --- | --- | --- | --- |
| Choose an item. | | | |
| **c/o** | | **Street** | |
| **Town/City** | **Postal code** | | **Country** |
| **Telephone no.** | **Mobile no.** | | **Email address** |

1. **PROFESSIONAL EXPERIENCE AND EMPLOYMENT**

**Employment record**

**Please list in reverse chronological order all professional positions** **held.**

|  |  |  |  |
| --- | --- | --- | --- |
| **From**  **month/year** | **To**  **month/year** | **Function title** | **Name and address of employer** |
|  |  |  |  |
| Management/leadership experience |
|  |  |  |  |
| Management/leadership experience |
|  |  |  |  |
| Management/leadership experience |

**Do you have any objection to our making enquiries from your present/past employer(s)?**

**Yes  No**

References

**List three persons, not related to you, who are familiar with your character and qualifications.**

|  |  |
| --- | --- |
| **Family name, first name**  **function** | **Full address (including telephone, email)** |
| Name:  Function: | Address:  Phone:  E-Mail: |
| Name:  Function: | Address:  Phone:  E-Mail: |
| Name:  Function: | Address:  Phone:  E-Mail: |

1. **EDUCATION**

**Please give full details in reverse chronological order (if necessary, add mor lines).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From**  **month/year** | **To**  **month/year** | **Name of institution**  **place/country** | **Degree and academic distinctions obtained (incl. thesis)** | **Main course of study/subject of your thesis** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **TRAINING**

**Private course: ONLY in the field of peace promotion or military observation such as: peace mediation, human rights, elections support-/-observation, peacebuilding, dealing with the past (DwP), rule of law, security sector reform (SSR), do no harm, demobilisation disarmament reintegration (DDR), transitional processes (justice, truth and reconciliation), gender, etc.**

**Please give full details in reverse chronological order**

**Security training as a participant**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From**  **dd/mm/yyyy** | **To**  **dd/mm/yyyy** | **Number**  **of days** | **Name of the course** | **Organiser** | **City and country** | **Topic of the course** | **Financed by Peace and Human Rights Division**  **(including SEP)** |
|  |  |  |  |  |  |  |  |

**Security training as a trainer**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From**  **dd/mm/yyyy** | **To**  **dd/mm/yyyy** | **Number**  **of days** | **Name of the course** | **Organiser** | **City and country** | **Topic of the course** | **Financed by Peace and Human Rights Division**  **(including SEP)** |
|  |  |  |  |  |  |  |  |

**Other courses as a participant**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From**  **dd/mm/yyyy** | **To**  **dd/mm/yyyy** | **Number**  **of days** | **Name of the course** | **Organiser** | **City and country** | **Topic of the course** | **Financed by Peace and Human Rights Division**  **(including SEP)** |
|  |  |  |  |  |  |  |  |

**Other courses as a trainer**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From**  **dd/mm/yyyy** | **To**  **dd/mm/yyyy** | **Number**  **of days** | **Name of the course** | **Organiser** | **City and country** | **Topic of the course** | **Financed by Peace and Human Rights Division**  **(including SEP)** |
|  |  |  |  |  |  |  |  |

1. **FURTHER SKILLS**

**Languages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Mother Tongue** | **Speaking\*** | | **Writing** | **Remarks** |
| **Language** |  |  | |  |  |
| **English** |  | Choose an item. |  | Choose an item. |  |
| **French** |  | Choose an item. | | Choose an item. |  |
| **German** |  | Choose an item. | | Choose an item. |  |
| **Italian** |  | Choose an item. | | Choose an item. |  |
|  |  | Choose an item. | | Choose an item. |  |
|  |  | Choose an item. | | Choose an item. |  |

\*European language levels (CEFR)

**Driving Skills**

|  |
| --- |
| Valid car driving licence B  Yes  No  Ability to drive vehicles with manual transmission  Yes  No  Experience driving 4x4 vehicles  Yes  No |

**Special Skills**

|  |
| --- |
|  |

**Expertise\***

|  |  |  |
| --- | --- | --- |
| **Topic** | **Expertise** | **Remarks (years or level of experience)** |
| **Public security** | Police |  |
| Border guards |  |
| Customs |  |
| Corrections |  |
| Ceasefire observation |  |
| Armament/small weapons/weapons control |  |
| Disarmament, demobilisation, and reintegration |  |
| Small arms survey |  |
| Peace operations generalist in security sector (police, border etc.) |  |
| Other public security |  |
| **Statebuilding/justice/rule of law** | Constitution/federalism |  |
| Minority |  |
| Court personnel (judge, prosecutors) |  |
| Justice and legal personnel |  |
| Rule of law |  |
| Peace operations generalist in civilian sector (statebuilding, justice, courts) |  |
| Other ‘statebuilding/justice/rule of law” |  |
| **Human rights/international humanitarian law/accountability** | Human rights |  |
| International humanitarian law/human rights law |  |
| Monitoring |  |
| Business and human rights |  |
| Protection of civilians |  |
| Dealing with the past/transitional justice |  |
| Investigation of human rights /international humanitarian law -violations (forensics, lawyers etc.) |  |
| Fight against torture |  |
| Death penalty |  |
| Gender |  |
| Other ‘Human rights/ international humanitarian law/accountability’ |  |
| **Elections** | Election observation |  |
| Support to election processes |  |
| **Mediation/facilitation** | Mediation |  |
| Mediation support |  |
| Political adviser |  |
| Other ‘Mediation/facilitation’ |  |
| **Religions/Ideologies** | Religion |  |
| Political ideologies |  |
| Preventing violent extremism |  |
| Fight against terrorism |  |
| Other ‘Religion/Ideologies’ |  |
| **Internally displaced people/refugees/migration** | Migration |  |
| Refugees/internally displaced people |  |
| Human trafficking |  |
| Other ‘Internally displaced people/refugees/migration’ |  |
| **Gender** | Gender |  |
| **Human security** | Human rights advisers |  |
| Peacebuilding advisers |  |
| **Others** | Others |  |

* Please choose only expertise with substantial relevance.

1. **ADDITIONAL INFORMATION**

**Do you have any dependent children? If yes, give the following information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family name, first Name** | **Date of birth** | **Citizenships** | **Gender** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Name of spouse/partner**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

Address of contact in case of emergency (family member, friend)

|  |
| --- |
| **Family name, first name** |
| **Street** |
| **Postal code/town/city** |
| **Telephone no.** |
| **Mobile no.** |
| **Email address** |
| **Relationship** |

**Membership in professional association/societies**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Are you in excellent physical/mental health with no permanent disability that limits your physical/mental activity?** | **Yes**  **No** |
| **Are you free of any disabilities that may limit your undertaking employment with international organisations?** | **Yes**  **No** |
| **Have you ever been convicted or imprisoned for the violation of any law?** | **Yes  No** |

**Verpflichtung Engagement Dichiarazione di impegno Declaration**

**Ich bestätige die Richtigkeit und Vollständigkeit der gemachten Angaben und erkläre mich damit einverstanden, dass diese im Sinne der Verordnung vom 2. Dezember 2005 über das Personal für die Friedensförderung, die Stärkung der Menschenrechte und die humanitäre Hilfe (PVFMH) bearbeitet werden dürfen.**

**Gleichzeitig erteile ich mein Einverständnis zur Weiterleitung der Angaben an internationalen Organisationen (zum Beispiel UNO, OSZE), welche die Einsätze durchführen.**

**Je confirme que les données personnelles indiquées ci-dessus sont exactes et complètes et j'autorise leur traitement selon les dispositions contenues dans l'Ordonnance du 2 décembre 2005 sur le personnel affecté à la promotion de la paix, au renforcement des droits de l'homme et à l'aide humanitaire (OPers-PDHH).**

**J'autorise également leur transmission aux organisations internationales (par exemple ONU, OSCE) qui effectuent de telles missions.**

**Confermo che i dati personali sopra indicati sono esatti e completi e ne autorizzo il trattamento secondo le disposizioni contenute nell'ordinanza del 2 dicembre 2005 relativa al personale addetto alla promozione della pace, al rafforzamento dei diritti umani e all'aiuto umanitario (OPers-PRA).**

**Autorizzo inoltre la loro trasmissione alle organizzazioni internazionali (ad es. ONU, OSCE) che svolgono tali missioni.**

**I** **hereby confirm that the above data is correct and complete, and I agree to it being treated in accordance with the provisions set out in the Ordinance of 2 December 2005 on personnel employed in peace promotion, strengthening human rights and humanitarian aid (Opers-PDHH).**

**I also agree to the data being transmitted to those international organisations (for example UN, OSCE) carrying out such missions.**

**Date** **Signature**