**HR Minimaster Form**

**Instructions:**

1. **ALL fields in Part A and B are mandatory. Complete this document electronically (on screen), save your input and return it as a Word Document only (not as PDF or another format). Please ensure in the Word Document file name you replace “NAME” your own last name.**
2. **Part B – Please insert an image (any format) of your real signature.**
3. **When you return this document to the United Nations, it is imperative that attach a legible scanned copy (JPG or PDF, max. 1MB size) of the main biodata/picture page of your valid travelling passport. This document and your passport must be returned together in one single E-Mail.**

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| ***Part A – General Data*** |  |
| **Title** (Mr. or Ms.): |       |  |
| **First Name** (as in Passport): |       |  |
| Middle Name (as in Passport): |       |  |
| **Last Name** (as in Passport): |       |  |
| **Have you worked with the UN in the past?** | Yes [ ]  No [ ]  | **If yes, please provide Index Number** |       |  |
| **Date of Birth** (dd/mm/yyyy): |       |  |
| **Place of Birth** (Country)**:** |       | (City): |       |  |
| **Gender:** | Male [ ]  Female [ ]   |  |
| **Nationality:** |       |  |
| **Email Address** (Only ONE address): |       |  |
| **Mobile Tel. Number** (Full intern. code): |       |  |
| **Address**: |       |  |
|       |       |       |  |
| (**City**) | (Zip Code) | **(Country)** |  |
| **Passport Number:** |       |  |
| **Passport Date of Issue** (mm/dd/yyyy)**:** |       |  **Valid to** |       |  |
| **Passport Place of Issue:** |       |  |
| **Passport Country of Issue:** |       |  |

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| **CITY of departure and return:** |       |  |
| **Closest MAJOR International Airport:** |       |  |
| ***Scroll to page 2 for Part B******Part B – Certification of participant*** |
| **Full Name:**  |       |
| **By checking this box I certify that the above information is accurate:** | [ ]  | **Date (dd/mm/yyyy):** |       |
| **Orig./ electronic Signature:**  |       |
| ***Part C – To be filled by HR Administrator*** |
| Personnel Subarea (Duty Station) of engagement/meeting: | AT00 - UNOV |  |
| Personnel Area (Country) of engagement/meeting: | AT00 - Austria |  |
| Effective date (dd/mm/yyy): |  2024 |  |
| Name & Signature(HR Mini Master Administrator) | Ahmed OSMAN |  |
| Date (mm/dd/yyyy): |  2024 |  |