**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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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:** | |  | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | | |  | |