**PERSONAL HISTORY FORM - CONTRACTORS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. CONTRACT REFERENCE**   |  |  | | --- | --- | | **Contracting Unit** | **Procurement Reference Number** | |  |  |   **2. PERSONAL DATA**   |  |  |  |  | | --- | --- | --- | --- | | Last name |  | First name |  | | Birth date | (dd/mm/yyyy) | Country of birth |  | | Passport N° |  | Gender | Male Female | | Present nationality |  | Other nationality |  |   **SPOUSE / PARTNER / DEPENDANTS**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Relative’s Name** | **Relationship** | **Date of Birth** | **City/Country**  **of Birth** | **City/Country**  **of Residence** | |  |  | (dd/mm/yyyy) |  |  | |  |  | (dd/mm/yyyy) |  |  | |  |  | (dd/mm/yyyy) |  |  | |  |  | (dd/mm/yyyy) |  |  | |  |  | (dd/mm/yyyy) |  |  |   **RELATIVES EMPLOYED IN THE SPECIALIST CHAMBERS AND SPECIALIST PROSECUTOR’S OFFICE/EU/INTERNATIONAL ORGANISATIONS**   |  |  |  | | --- | --- | --- | | **Relative’s Name** | **Relationship** | **Organisation** | |  |  |  | |  |  |  |   **3. CONTACT DETAILS**   |  |  |  |  | | --- | --- | --- | --- | | **Home country address** | | | | | Street | | | Zip/postal code | | Town/city | County/state/province | | Country | | Telephone N° | Mobile N° | E-mail address | | | Skype address |  |  | | | **Alternative/current contact details** | | | | | Street | | | Zip/postal code | | Town/city | County/state/province | | Country | | Telephone N° | Mobile N° | E-mail address | |   **4. EDUCATION AND PROFESSIONAL TRAINING**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **University education or equivalent** | | | Attended (dd/mm/yyyy) | | | Name institution/university, place and country | Degrees/qualifications obtained (Title of qualification awarded) | Main course/field of study | From: | To: | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **Secondary education and/or formal vocational education/training** | | | | | | Name institution/place and country | Degrees/qualifications obtained (Title of qualification awarded) | Main course/field of study | From: | To: | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

**5. EMPLOYMENT RECORD** (in reverse chronological order)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Current/most recent position** | | | | Current position:  Yes  No | | | |
| Organisation | Place and country | | Job title | | | Date (dd/mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised). | | | | | | | |
| Supervisor’s name: | | E-mail: | | | Phone N°: | | |
| **Previous position** (**1)** (only positions longer than 6 months) | | | | | | | |
| Organisation | Place and country | | Job title | | | Date (dd/mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised). | | | | | | | |
| Supervisor’s name: | | E-mail: | | | Phone N°: | | |
| **Previous position (2)** (only positions longer than 6 months) | | | | | | | |
| Organisation | Place and country | | Job title | | | Date (dd/mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised). | | | | | | | |
| Supervisor’s name: | | E-mail: | | | Phone N°: | | |
| **Previous position (3)** (only positions longer than 6 months) | | | | | | | |
| Organisation | Place and country | | Job title | | | Date (dd/mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised) | | | | | | | |
| Supervisor’s name: | | E-mail: | | | Phone N°: | | |
| **Other previous positions and positions shorter than 6 months** | | | | | | | |
| Organisation | Place and country | | Job title | | | Date (dd/mm/yyyy) | |
|  |  | |  | | | From: | To: |
|  |  | |  | | |  |  |
|  |  | |  | | |  |  |
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**6. OTHER SKILLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Languages** (European level \*) | | | **Native language:** | | |
| Other languages | Speak | Write | | Read | Understand |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

C1, C2 = Proficient; B1, B2 = Independent User; A1, A2 = Basic User

(\*) [Common European Framework of References for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Computer skills** | | | | | |
| Word processor |  | Web browsing |  | Presentations |  |
| Spreadsheets |  | Financial software |  | Project management |  |

C = Proficient User; B = Independent User; A = Basic User; N/A

**7. FINAL QUESTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Please read and answer carefully all questions in the space provided. In case needed, please add a separate sheet. | | | |
| a) Do you have any objections to our making enquires with your current and/or former employer(s), including current or former supervisors, and/or with other persons appropriate for that purpose who you have referred to in this form?  If yes, please provide details. | | | Yes  No |
| Declaration  I understand and accept that the Specialist Chambers and Specialist Prosecutor’s Office requires the highest level of personal and professional integrity from all contracting partners.  I hereby certify that the statements made by me in this Personal History Form - Contractor are true, complete and correct to the best of my knowledge and belief. I understand and accept that any misrepresentation or material omission made on the Personal History Form - Contractor may result in the voiding of applicable agreements for contacted services.  I agree that the information provided in my Personal History Form - Contractor may be used in the screening process that forms an integral part of Specialist Chambers and Specialist Prosecutor’s Office due diligence activities. | | | |
| Place | Date | Signature (typed name is sufficient). | |

You may be requested to supply documentary evidence, which supports the statements you made above. Please do not; however send any documentary evidence until you have been asked to do so.

**Please submit the completed form in MS Word format.**