



Mekong River Commission

Personal History Form

(For General Applicant)

Mekong River Commission Secretariat: P.O. Box 6101, 184 Fa Ngoum Road, Unit 18 Ban Sithane Neua, Sikhottabong District Vientiane 01000, Lao PDR Telephone: (856-21) 263 263 Facsimile: (856-21) 263 264	Attach recent Passport Size Photo
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Application Sources: MRCS Website Job advertisement: Newspaper On-line recruitment websites please specify.....
 (Please mark the box) Other websites / other sources please specify

Instructions:

1. Personal History Form (PHF) must be submitted for an application to be valid indicating the application source and other information as required and submitted to the specified address before the deadline.
2. Please answer each question clearly, completely and concisely.

1. Family name:	Given names:	Title: Dr. / Mr. / Ms.	2. Gender: M <input type="checkbox"/> F <input type="checkbox"/>
3. Date of Birth: (dd/mm/yy)	4. Place of birth:	5. Nationality(ies) at birth:	6(a). Current nationality(ies) 6(b). Country of permanent residence:
7. Permanent Address: (registered address) Telephone:	8. Current Address (if different): Telephone:		E-mail: Daytime Telephone: Mobile: Facsimile:
9. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/>			

10. Family members: (Spouse, Children, Parents, Sister, Brother) Please provides details below.

Name (Family Name / Given Name)	Date of birth	Nationality	Relationship

If you have spouse, please specify his/her current occupation and name of organization or company.

11. Name of person to be notified in case of emergency. Please provide complete contact address/ telephone numbers.

12. Have any of your relative (including father, mother, spouse, son, daughter, brother, sister) worked or are currently working, in the Mekong River Commission Secretariat, National Mekong Committee Secretariats, or country line agencies? If yes, please provide names, relationships, and positions.

13. What is your preferred field of work?

14. Knowledge of LANGUAGES: What is your mother tongue?

16. Please indicate the level of your knowledge of other languages.

1= fluent, 2=good working knowledge, 3=fair, 4=basic

Other Language:	Reading	Writing	Speaking	Understanding

17. EDUCATION: Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

a) UNIVERSITY or equivalent

Name of university, Place, Country	Attended from/to		Degrees and academic distinctions obtained	Main course of study
	Mo/Yr	Mo/Yr		

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b) Other trainings including professional qualifications of specialised training (e.g. Certified Public Accountant, Bar Admission etc.) and part- time study.

Name of school, Place, Country	Attended from/to		Certificates, Diplomas or other qualifications obtained	Main course of study
	Mo/Yr	Mo/Yr		

18. List of your information technology skills in terms of software, programming languages, equipment, and others. Please indicate your proficiency level: High, Average, and Low.

19. Membership in professional societies and activities in civic, public or international affairs.

20. List any significant publications you have written (Please do not attach)

21. EMPLOYMENT RECORD. Starting with your present job, list in reverse order the jobs you have had (do not go back more than 20 years). Use a separate block for each post. If you need more space, please attach additional pages of the same size. Give both gross and net salaries per annum for your present or last posts.

A. Present post (or last post if not currently in employment)

From	To	Salaries per annum (indicate gross or net & currency)		Title of your post:
Mo/Yr	Mo/Yr	Starting	Final	
Name of employer:				Type of business:
Address of employer:				No. and type of employees supervised by you:
				Reason for leaving:

Name of employer:	Type of business:	
Address of employer:	No. and type of employees supervised by you:	Reason for leaving:
Description of your duties		
<p>22. Do you have any objection to our making inquiries with your current or most recent employer?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>23. Have you previously submitted an application in MRCS? If yes, please indicate the positions and dates.</p>		
<p>24. Have you ever been an employee of MRCS; or hired by MRCS as a consultant, temporary staff, contractual, or others; or NMCS? If yes, please indicate type of employments, positions, periods, and remuneration rates.</p>		
<p>25. Have you ever been arrested, indicated or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? If yes, please specify.</p>		
<p>26. Have you ever been discharged or forced to resign from any position? If yes, please specify.</p>		
<p>27. If you were selected for the position applied, how soon will you be available to start works after the notification?</p>		

28. REFEREES: Please give details of three people, not related to you, who are familiar with your working experience, working style, qualifications, attitude, and etc, and whom the MRC may contact at any time, preferable your direct supervisors

Full Name/ Position/ Relationship	Full Address	E-mail and telephone contacts

29. State any other relevant facts, including international experience, which may support your application.

30. Are you physically able and willing to travel?

Yes No By Air? Yes No

31. Do you have any disability, which might limit your prospective field of work? (The Secretariat is fully accessible)

Yes No If yes, please provide details:.....

32. I certify that the statements made by me in this application form are true, complete, and correct to the best of my knowledge and belief. Permission is given to the MRC to make such investigations as necessary on the information provided. I understand that any misrepresentation or material omission made herein or in any other document requested by the MRC can render a staff member liable to termination of service or dismissal.

Date:

Signature:

Remark: You will be requested to supply documentation / evidence which supports the statements you have made above upon the offer had been notified.