

## Personal History Form

This form allows you to apply or express interest for Field positions in the General Service and National Professional categories, for Temporary Appointments in the Professional category, or for working under one of the affiliate schemes (UNOPS, Individual consultant or contractor, deployee, secondee, etc.).

Please complete the form carefully, answering all mandatory sections fully and as completely as possible.

Your Personal History Form will be reviewed in the near future, and you will be contacted if you are short-listed for an interview.

**Note:** Please do not contact UNHCR directly regarding the status of this application.

If you need assistance in completing this form, please contact UNHCR via the email address provided in the vacancy notice or liaise with your nearest UNHCR Office.

### 1. GENERAL INFORMATION (Mandatory to complete)

Last Name	Abdo		
Middle Name	basem	Maiden Name	
First Name	Shafeaa		

### 2. PERSONAL INFORMATION (Mandatory to complete)

Date of Birth (dd/mm/yyyy)	07 Oct 1979	Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> No Selection
Marital Status	<input checked="" type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Common Law <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		

### 3. CONTACT INFORMATION (Mandatory to complete)

<b>Current Address</b>			
Address line 1	Jarmana		
Address line 2			
Address line 3		Postal Code	
City	Damascus	Country	Syria

<b>Permanent Address</b>			
Address line 1	Swaida - Shahba		
Address line 2			
Address line 3		Postal Code	
City	Swaida	Country	Syria

Preferred Contact Method	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Post Mail
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### 4. PHONE NUMBERS (Mandatory to complete)

Type	Country Code	Telephone #	Ext.	Indicate which is Preferred
Home	11	56116751		<input type="checkbox"/>
Business				<input type="checkbox"/>
Mobile	963	932888092		<input checked="" type="checkbox"/>

### 5. EMAIL ADDRESSES (Mandatory to complete)

Type	Email Address	Indicate which is Preferred
Home		<input type="checkbox"/>
Business	shafeea.abdo@hotmail.com	<input checked="" type="checkbox"/>

### 6. NATIONALITY INFORMATION (Mandatory to complete)

NATIONALITY INFORMATION	Please list all COUNTRIES as applicable
Nationalities at Birth	syrian
Current Nationalities	syrian
Permanent Residency	syrian

<b>7. LETTER OF INTEREST</b> (Mandatory to complete if applying for a specific vacancy announcement)	
Please indicate the position you are applying for	Shelter Assistant
Please answer the following questions.	
1. How have your achievements and operational experience to date prepared you for this position? Please refer to the job description and to the essential requirements therein. (1500 characters max)	
<p>I have an experience in many companies in the domain of construction and I think this will help me to cover the requirements of the position, in addition, my study in Intermediate Institute of Engineering help me to know a different aspect of construction methodologies.</p>	
2. Please describe any skills and competencies you have, and which may be of particular relevance to this position. (1500 characters max)	
<p>kindly read below the additional relevant experience</p> <p>Computer skills, ICDL Microsoft Office. Autocad</p>	
3. How does this position align with your career aspirations? (1000 characters max)	
<p>This position will be a good start to implement my skills in construction as I believe it will be a point to start a new way of work inside UNHCR</p>	

8. **WORK EXPERIENCE** (Mandatory to complete, if any)  
For all work experience, please complete as much information as possible.

Starting with your present position, list in REVERSE ORDER all employment you have had, using a separate block for each work experience. Also include service in the armed forces. Two blocks are provided; if you need more space, attach additional pages ensuring to give the same information requested here.			
Start Date (dd/mm/yyyy)	1 Jul 2011	End Date (dd/mm/yyyy)	<input checked="" type="checkbox"/> Full <input type="checkbox"/> Part-Time
Employer	General Company for Technical Studies and Consultations		<input type="checkbox"/> Check if ongoing
Job Title	engineer assistant		
Supervisor Name			
Type of Employment	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Consultant <input type="checkbox"/> Intern <input type="checkbox"/> Self-employed <input type="checkbox"/> UN Volunteer <input type="checkbox"/> Volunteer <input type="checkbox"/> Other		
If 'Other' please explain			
Type of Workers Supervised	Construction/Installation/Repair	# of Persons Supervised	
Supervisor e-mail		Supervisor Phone	
Ending Pay Rate Amount (Annual Net)	40000	Currency	SYR
Reason for Leaving	Looking for good work chance		
Description of duties	Supervising the implementation and calculation of quantities and organization of space books		
Employer Address line 1	Domar		
Address line 2			
Address line 3		Postal Code	
City	Damascus	Country	Syria
Type of Business	<input checked="" type="checkbox"/> Governmental Organization <input type="checkbox"/> International Organization <input type="checkbox"/> Non-Governmental Organization <input type="checkbox"/> Private Sector <input type="checkbox"/> Other		
Is this UN Experience?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Grade (if applicable)	
		UN Index #	
Is this UNHCR experience?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UNHCR MSRP ID	
Contract Type	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary Appointment <input type="checkbox"/> Other Arrangement		
If 'Other Arrangement' please indicate the Type of Arrangement (e.g. UN Volunteer, UNOPS ICA, Individual Consultant, Intern, ICNC, Danish Refugee Council etc.)			
Start Date (dd/mm/yyyy)		End Date (dd/mm/yyyy)	<input type="checkbox"/> Full <input type="checkbox"/> Part-Time
Employer			<input type="checkbox"/> Check if ongoing
Job Title			
Supervisor Name			
Type of Employment	<input type="checkbox"/> Employee <input type="checkbox"/> Consultant <input type="checkbox"/> Intern <input type="checkbox"/> Self-employed <input type="checkbox"/> UN Volunteer <input type="checkbox"/> Volunteer <input type="checkbox"/> Other		
If 'Other' please explain			
Type of Workers Supervised		# of Persons Supervised	
Supervisor e-mail		Supervisor Phone	
Ending Pay Rate Amount (Annual Net)		Currency	
Reason for Leaving			
Description of duties			
Employer Address line 1			



Address line 2			
Address line 3		Postal Code	
City		Country	
Type of Business	<input type="checkbox"/> Governmental Organization <input type="checkbox"/> International Organization <input type="checkbox"/> Non-Governmental Organization <input type="checkbox"/> Private Sector <input type="checkbox"/> Other		
Is this UN Experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Grade (if applicable)	
		UN Index #	
Is this UNHCR experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	UNHCR MSRP ID	
Contract Type	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary Appointment <input type="checkbox"/> Other Arrangement		
If 'Other Arrangement' please indicate the Type of Arrangement (e.g. UN Volunteer, UNOPS ICA, Individual Consultant, Intern, ICNC, Danish Refugee Council etc.)			
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Address line 3		Postal Code	
City		Country	
Type of Business	<input type="checkbox"/> Governmental Organization <input type="checkbox"/> International Organization <input type="checkbox"/> Non-Governmental Organization <input type="checkbox"/> Private Sector <input type="checkbox"/> Other		
Is this UN Experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Grade (if applicable)	
		UN Index #	
Is this UNHCR experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	UNHCR MSRP ID	
Contract Type	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary Appointment <input type="checkbox"/> Other Arrangement		
If 'Other Arrangement' please indicate the Type of Arrangement (e.g. UN Volunteer, UNOPS ICA, Individual Consultant, Intern, ICNC, Danish Refugee Council etc.)			

<b>9. SPECIALIZED TRAINING (if any)</b>			
Course Title	Autocade		
School Name	Now Razen		
Country	Syria		
Course Start Date (dd/mm/yyyy)	1 feb 2007	End Date (dd/mm/yyyy)	30 may 2007
Topic area	Constructions Software		
Training Methodology	<input type="checkbox"/> Assessment <input type="checkbox"/> Blended Learning Programme <input type="checkbox"/> Mobile <input type="checkbox"/> Resource Material <input type="checkbox"/> Webinar <input type="checkbox"/> Webinar for Blended Learning <input checked="" type="checkbox"/> Workshop <input type="checkbox"/> Workshop for Blended Learning <input type="checkbox"/> Training Video <input type="checkbox"/> eLearning		
Course Description	draw and manage software		
Course Title	ICDL		
School Name	Alreda		
Country	Syria		
Course Start Date (dd/mm/yyyy)	1 May 2004	End Date (dd/mm/yyyy)	30 Jun 2004
Topic area			
Training Methodology	<input type="checkbox"/> Assessment <input type="checkbox"/> Blended Learning Programme <input type="checkbox"/> Mobile <input type="checkbox"/> Resource Material <input type="checkbox"/> Webinar <input type="checkbox"/> Webinar for Blended Learning <input checked="" type="checkbox"/> Workshop <input type="checkbox"/> Workshop for Blended Learning <input type="checkbox"/> Training Video <input type="checkbox"/> eLearning		
Course Description	Microsoft Office Management		
<b>10. EDUCATION (Mandatory to complete even if you have no formal education; if so, please indicate)</b>			
<p>This space provides you with an opportunity to indicate that your academic credential or degree was obtained from an educational institution that is recognised or sanctioned by a competent national authority, included in the IAU/UNESCO list. When evaluating academic credentials of applicants, UNHCR is guided by the United Nations Educational, Scientific and Cultural Organization's (UNESCO) listing (referred to as the "UNESCO list - World Guide to Higher Education (WHED)" ) of higher education institutions recognized, and to determine the level of university degree conferred on candidates since the level of degrees is not always consistent across countries.</p> <p>Please CHECK THE SITE TO CONFIRM YOUR UNIVERSITY IS ACCREDITED. (website - <a href="http://www.whed.net">www.whed.net</a>)</p> <p><b>Note:</b> You must indicate the main language used for 75% or more of your studies, for each education item you list.</p>			
Exact Title of Degree/Certificate	Intermediate Institute of Engineering		
Begin Date (dd/mm/yyyy)	1 Sep 1998	End Date (dd/mm/yyyy)	30 jul 2000
Main Major or Topic	construction site manager		
Other Majors/Topics of Study			
Level	<input type="checkbox"/> Elementary School Completed <input type="checkbox"/> Some High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> Bachelor <input checked="" type="checkbox"/> Masters Degree <input type="checkbox"/> No Formal Education <input type="checkbox"/> Other (please specify in Comments)		
Main language of your studies	English	Education Completed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
School Name	Institute of Engineering		
City	Damascus	Country	Syria
Comments			
Exact Title of Degree/Certificate			
Begin Date (dd/mm/yyyy)		End Date (dd/mm/yyyy)	



Main Major or Topic			
Other Majors/Topics of Study			
Level		<input type="checkbox"/> Elementary School Completed <input type="checkbox"/> Some High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters Degree <input type="checkbox"/> No Formal Education <input type="checkbox"/> Other (please specify in Comments)	
Main language of your studies		Education Completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Name			
City		Country	
Comments			

  

<b>11. SKILLS</b> (if any) List skills such as computer or technical programs, or other relevant functional ability.				
		Level (Low, Medium, or High)	# of Yrs	Comments
Skill	Excel	Very Good		
Skill	Autocade	Very Good		
Skill	Word	Very Good		
Skill				

  

<b>12. LANGUAGES</b> (Mandatory to complete)					
Indicate your proficiency levels for each language, including for your Mother Tongue. Proficiency levels are listed from A1 to C2, and are based on the Common European Framework of Reference for Languages; the website is below. <a href="https://www.eui.eu/Documents/ServicesAdmin/LanguageCentre/CEF.pdf">https://www.eui.eu/Documents/ServicesAdmin/LanguageCentre/CEF.pdf</a>		A1 (beginner) B1 (pre-intermediate) C1 (advanced)		A2 (basic) B2 (intermediate) C2 (proficient)	
		Reading	Speaking	Writing	Listening
Mother Tongue Language	syrian	-	-	-	-
2 <sup>nd</sup> Language (if any)	English	B2	B2	B2	B2
(if applicable) Evaluation Date (dd/mm/yyyy)					
3 <sup>rd</sup> Language (if any)					
(if applicable) Evaluation Date (dd/mm/yyyy)					
4 <sup>th</sup> Language (if any)					
(if applicable) Evaluation Date (dd/mm/yyyy)					

  

<b>13. LICENSES AND CERTIFICATIONS</b> (if any)			
Issue Date (dd/mm/yyyy)		Expiration Date (dd/mm/yyyy)	
Licence /Certification			
City		Country	
Is a renewal in progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence /Certification Number	
Issued By			
Issue Date (dd/mm/yyyy)		Expiration Date (dd/mm/yyyy)	
Licence /Certification			
City		Country	
Is a renewal in progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence /Certification Number	
Issued By			

14. THREE PROFESSIONAL REFERENCES (Mandatory to complete)				
A Professional reference is a recommendation from a person who can vouch for your qualifications for a job. This should not be the same person you listed as your supervisor for any of your work experiences.				
Reference #1 - Name	Mr. Jawad Alfazaa			
Title	ICT Associate			
Employer	UNHCR			
Phone	Country Code	Telephone #	Ext.	
	963	991551687		
Email Address	alfazaa@unhcr.org			
Reference Address line 1	Jaramana			
Address line 2				
Address line 3		Postal Code		
City	Damascus	Country	Syria	
Reference #2 - Name	Stiphanie Kreit			
Title	engineer assistant			
Employer	General Company for Technical Studies and Consultations			
Phone	Country Code	Telephone #	Ext.	
	963	935199136		
Email Address				
Reference Address line 1	Al-kassa			
Address line 2				
Address line 3		Postal Code		
City	Damascus	Country	Syria	
Reference #3 - Name	Nagham Hanna			
Title	engineer assistant			
Employer	General Company for Technical Studies and Consultations			
Phone	Country Code	Telephone #	Ext.	
	963	945886662		
Email Address				
Reference Address line 1	Jaramana			
Address line 2				
Address line 3		Postal Code		
City	Damascus	Country	Syria	
15. QUESTIONNAIRE (Mandatory to complete)				
1. Are you now, or have you ever been, a permanent civil servant in your government's employ? If the answer is yes, please provide the dates below.				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		From Date (dd/mm/yyyy)		To Date (dd/mm/yyyy)
2. Have you ever been arrested, indicted or summoned in court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If the answer is yes, please provide details below.				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Details		
3. Have you ever been the subject of an investigation into allegations of misconduct?				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Have you ever been subject to disciplinary proceedings or measures?				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
5. Would you accept employment for less than six months?				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
6. Entry in United Nations service might require assignment to any area of the world in which United Nations might have responsibilities. Are there any limitations on your ability to engage in your prospective field of work? If yes, please add details below.				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Details		



7. Entry in United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your engage in all travel? If the answer is yes, please add details below.																							
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>																						
8. Do you have a spouse or any children? If yes, please provide below the names, dates of birth and the relationships.																							
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Birth Date (dd/mm/yyyy)</th> <th style="text-align: center;">Relationship</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Reem Alfazaa</td> <td style="text-align: center;">1 jan 1981</td> <td style="text-align: center;">spouse</td> </tr> <tr> <td style="text-align: center;">Miry Abdo</td> <td style="text-align: center;">26 Mar 2013</td> <td style="text-align: center;">daughter</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Birth Date (dd/mm/yyyy)	Relationship	Reem Alfazaa	1 jan 1981	spouse	Miry Abdo	26 Mar 2013	daughter														
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Reem Alfazaa	1 jan 1981	spouse																					
Miry Abdo	26 Mar 2013	daughter																					
9. Have you taken up legal permanent residence status in any country other than that of your nationality? If the answer is yes, please indicate the country.																							
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																							
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>																							
10. State any other relevant facts. Include information regarding any residence outside the country of your nationality.																							
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																							
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>																							
11. Have you taken any legal steps towards changing your present nationality? If the answer is yes, please add details below.																							
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																							
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>																							
12. Are any of your relatives, or is your spouse employed by a UN organization or Specialized Agency? If the answer is yes, please indicate Name, Relationship, and Name of International Organization.																							
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																							
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Name	Relationship	Name of International Organization																					
13. How did you hear about this vacancy?																							
<input type="checkbox"/> UNHCR Career Website <input type="checkbox"/> Campus Presentation by UNHCR <input type="checkbox"/> Career Information Visit by UNHCR <input type="checkbox"/> Other UN Website <input type="checkbox"/> Government Agency <input type="checkbox"/> Social Media (LinkedIn, Twitter, etc.) <input type="checkbox"/> Job Fair <input type="checkbox"/> Print Media <input type="checkbox"/> Job Board (UNJobFinder, WhereWomenWork, ReliefWeb, Devex, Monster, etc.) <input type="checkbox"/> Professional Association <input checked="" type="checkbox"/> Referral by a friend <input type="checkbox"/> Other																							
<b>CONFIRMATION AND CONSENT (Mandatory to complete)</b>																							
To complete your application you are required to confirm the following:																							
<p><b>ACCURACY OF CONTENT:</b> The content of this application is accurate and contains no false information;</p> <p><b>EDUCATION INFORMATION</b> - You give your full consent and authorize the Office of the United Nations High Commissioner for Refugees (UNHCR) to contact each of your educational institutions listed in this application for the purpose of conducting required reference checks with regard to your educational background, and to confirm the diploma or degrees you have received at each educational institution.</p> <p>You also authorize the mentioned educational institutions to provide requested information directly to UNHCR. Any information received from your educational institutions will be treated with due regard to all confidentiality requirements; and,</p> <p><b>WORK EXPERIENCE</b> - You are aware UNHCR will contact former and current employers, if applicable, regarding Work Experience, as well as check your three Professional References.</p> <p><b>Finally, you understand that submission of false information or misrepresentation and/or submission of falsified documentation constitutes serious misconduct for which severe disciplinary sanctions can be imposed.</b></p> <p style="text-align: center;"><input checked="" type="checkbox"/> I consent to all of the foregoing as part of the process of evaluation of my application.</p>																							
DATE : <u>15/10/2018</u>	SIGNATURE:																						