

Instructions on Verification of Academic Qualification and Work Experience

The verification of academic qualification and work experience is a **mandatory** part of the United Nations recruitment process. Kindly be advised that you are responsible for requesting your educational institutions and employers to send the information listed under sections 1 and 2 of these instructions **directly** to the Reference Verification Unit (RVU) of the Field Personnel Division, Department of Field Support. All communications must be **directed to the RVU** at rvu@un.org. Upon request by the appointing mission, a Verifying Officer will contact you and notify the initiation of the verification process. Educational institutions and employers may use email, secure web-link, regular mail, or facsimile. Only official accounts are accepted as a valid reference source, hence email accounts, facsimiles need to be traceable to the releasing entity. If they use regular mail, the envelope should be sealed and postmarked from the appropriate return address. The delivery of registered mail may be delayed for security reasons. The address to be used for regular mail is as follows:

RVU - UNGSC
c/o Aeroporto Militare Pierozzi
Piazza del Vento n. 1
72100 Brindisi, Italy

The verification process must be concluded within 30 days from RVU initial notification email. Please ensure that the educational institutions and employers are aware of this time limit. The United Nations may make inquiries to your educational institutions and employers, and ask you for any information pertaining to your application. Should RVU not receive the required information within 30 days, the hiring department or office will be informed. As a result, your career prospects with the United Nations may be jeopardized.

Please carefully read these instructions. Sign this form and return it by email within three business days. We highlight that the verification process does not represent a commitment by the United Nations to recruit you.

1. Requirements for verification of academic qualifications

If you have applied for a position in the Professional or Director categories, all institutions listed in your application from which you received a bachelor's, master's, or doctorate degree must provide information pertaining to the degrees. If you have applied to a position in the Field Services category, academic qualifications will be verified if specifically requested in RVU notification. A standardized document such as a transcript, programme completion letter, certificate, or a combination of these documents will suffice if it is:

- a) on the official letterhead;
- b) carrying the official stamp or seal;
- c) outlining the following content:
 - i) the national accreditation or recognition status of the institution and the name of the accrediting or recognizing authority;
 - ii) the degree or qualification awarded;
 - iii) the dates of attendance;
 - iv) the candidate's full name and date of birth; and
 - v) the name, title and contact details of the verifying official.

If some of the above-mentioned information is not contained in the standardized documents, the Registrar or an authorized administrative officer may write a separate letter stating the missing information. The separate letter must also be on the official letterhead, and carry the official stamp or seal and the contact details of the author.

2. Requirements for verification of work experience

The employers must confirm:

- a) the dates of employment;
- b) if employment was full-time or part-time ;
- c) the employee's functional title;
- d) whether the employee was in good standing;
- e) if the reason for separation was misconduct, the details of misconduct if possible; and
- f) the name, title and contact details of the certifying officer.

If you have expressed your objection to contacting your current employer in your application, you may contact him/her once you receive the Letter of Appointment.

3. The Reference Verification Unit (RVU) may honour the results of a previous verification process conducted by another entity of the United Nations Common System provided that it meets RVU standards.

4. The United Nations does not provide reimbursement for the postage or fees incurred in connection with reference verification.

**AUTHORISATION FOR RELEASE OF INFORMATION
FOR VERIFICATION OF ACADEMIC QUALIFICATIONS AND WORK EXPERIENCE**

Name: _____ Date of Birth: _____
(First) (Middle) (Last) (Day) (Month) (Year)

National Identification Number or Passport Number (if any): _____

Home Address: _____

Telephone: _____ Email address: _____

1. I have read and understood the limitations and requirements described in the Instructions on Verification of Academic Qualification and Work Experience, including that I am responsible for requesting the educational institutions and employers listed in my personal history profile (“PHP”) to provide information to the United Nations for the verification of my academic qualifications and work experience.
2. I authorize the educational institutions and employers listed in my PHP to release information regarding my education and work experience to the United Nations. I also authorize the United Nations to make inquiries to the educational institutions and employers for the verification of my academic qualifications and work experience.
3. I further authorize my former employer which is a United Nations Common System (UNCS) organisation to release information regarding my academic qualifications and work experience to the Reference Verification Unit (RVU) of the Field Personnel Division, Department of Field Support. I also authorize the United Nations to ask for and obtain information collected by other UNCS organisations regarding my academic qualifications and work experience.
4. I, hereby release, hold harmless and indemnify the United Nations, educational institutions, and employers, and their agents and employees from any claims and liabilities whatsoever of every name and nature, both in law and equity, which may arise as a result of making and responding to inquiries pursuant to paragraphs 2 and 3 of this Agreement.
5. If I fail to supply information requested by the United Nations within the period specified in the instructions, and do not obtain an exceptional extension, the United Nations may withdraw the offer of appointment or terminate my appointment.
6. I acknowledge that a copy of this Authorisation that shows my signature shall be as valid as the original signed by me.

SIGNATURE OF THE APPLICANT

DATE (Day) (Month) (Year)