

Please send your application form to:

RECRUITMENT DIVISION
INTERNATIONAL MONETARY FUND

HQ2 MSC 5.006
700 19th Street, N.W.
Washington, D.C. 20431
Telephone: (202) 623-7422 Fax No. (202) 623-7333

INTERNATIONAL MONETARY FUND

APPLICATION FOR EMPLOYMENT

Please type or print in black ink, and complete entire form

Date: _____

LAST NAME

TITLE (Check One): Mr. Mrs. Miss Ms.

FIRST NAME

MIDDLE NAMES

Date of Birth: _____

Place of Birth: _____

Present Address: _____

Home Phone No. _____ Daytime Phone No. _____ Fax No.: _____

Internet Address: _____ U.S. Social Security No.: _____

Permanent Mailing Address: _____

Phone No.: _____

Present Citizenship: _____ Present U.S. Visa Status: _____ Expiration date: _____

Do you now have, or have you requested, a U.S. permanent resident visa ("green card")? _____

If you have a category "J" visa, are you bound by any obligations to return to your home country? _____

For what kind of work do you wish to be considered? _____

When would you be available for employment? _____

Have you ever previously applied for a position in the Fund? _____ When? _____

Have you ever been formally interviewed by a Fund Staff member? _____ Interviewer's Name: _____ When? _____

If you have corresponded with us under a different name, please give this name: _____

Please note that staff members who are related cannot both work for the Fund. Are any relatives of yourself or your spouse (parent, child, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, first cousin, son-in-law, daughter-in-law, sister-in-law, brother-in-law) employed by the International Monetary Fund? _____ If answer is yes, please list them:

Name

Address

FOR USE BY RECRUITMENT DIVISION:

Application No. _____

Education (a) University or equivalent (including degree for which you are now studying, if applicable)				Main Course of Study & Area(s) of Specialization
Name, City and Country	Dates Attended	Part-time or Full-time?	Degree and Year Conferred	

(b) Applicants for assistant-level positions only:
Other schooling or formal training: for example, high school, business or technical school:

Name, City and Country	Dates Attended	Part-time or Full-time?	Type of Institution	Certificates or Diplomas Obtained

HONORS, ACTIVITIES & PUBLICATIONS (List scholastic honors, professional societies, trades or professions in which you are licensed, participation in civic or public affairs, special activities, and titles of publications, and title of thesis or dissertation). Attach a continuation sheet, if necessary.

LANGUAGE KNOWLEDGE: (Please list native language first)
 Please indicate level of proficiency by using the appropriate number: **1=fair; 2=intermediate; 3=advance, 4=advance plus; 5=superior; 6=near native; 7=ative**

Language	Reading	Writing	Speaking

Language	Reading	Writing	Speaking

COMPUTER KNOWLEDGE: Please list computer language/software packages known: _____

WORD PROCESSING SKILLS: Indicate typing speed in words per minute.

Word processing type	English	French	Spanish	Other Languages

DO NOT WRITE IN THIS SPACE

EMPLOYMENT RECORD List below in reverse order every employment, both private and public (including military), since you began to work. Start with your present or most recent position and continue back to the first position you held, accounting for all periods of unemployment.

(a) PRESENT POSITION

Day	Month	Year	Day	Month	Year		
Dates: From _____/_____/_____			To: _____/_____/_____			Kind of Business _____	
Annual Gross Salary: Starting _____			Current _____			Immediate Supervisor's Name and Title _____	
Title of Your Position _____						Number and Kind of Employees You Supervised? _____	
Employer _____						Reasons for seeking to leave _____	
Address _____						May We Communicate with Your Present Employer? _____	
Telephone Number _____						Internet Address _____	
Fax Number _____							
Duties and Responsibilities (Use this space for a brief but complete description)							

(b) PREVIOUS POSITIONS

Day	Month	Year	Day	Month	Year		
Dates: From _____/_____/_____			To: _____/_____/_____			Kind of Business _____	
Title of Your Position _____						Immediate Supervisor's Name and Title _____	
Employer _____						Number and Kind of Employees You Supervised? _____	
Address _____						Reasons for Leaving _____	
Telephone Number _____						May We Communicate with this Past Employer? _____	
Fax Number _____						Internet Address _____	
Duties and Responsibilities (Use this space for a brief but complete description)							

Day	Month	Year	Day	Month	Year		
Dates: From _____/_____/_____			To: _____/_____/_____			Kind of Business _____	
Title of Your Position _____						Immediate Supervisor's Name and Title _____	
Employer _____						Number and Kind of Employees You Supervised? _____	
Address _____						Reasons for Leaving _____	
Telephone Number _____						May We Communicate with this Past Employer? _____	
Fax Number _____						Internet Address _____	
Duties and Responsibilities (Use this space for a brief but complete description)							

IF ADDITIONAL SPACE IS NEEDED FOR LISTING YOUR RECORD OF EMPLOYMENT ATTACH A SEPARATE SHEET WITH YOUR NAME ON IT

Have you ever been convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes No

If answer is "yes" attach a separate confidential report stating all material facts.

Have you ever been discharged or forced to resign from any position? Yes No If the answer is "yes", give details below or attach a separate confidential report.

All positions on the Fund staff are located at headquarters in Washington. However, many positions require travel, usually by air.

Are you willing to travel? Yes No

List names of any staff members of the International Monetary Fund with whom you are personally acquainted _____

List three persons not related to you by blood or marriage who are familiar with your professional qualifications and your character. Do not repeat names listed elsewhere in this application.

Full Name	Business or Occupation
1. _____	_____
Full Address, Zip/Post Code _____	_____
Telephone Number: _____	
Fax Number: _____	
Internet Address: _____	

2. _____	_____
Full Address, Zip/Post Code _____	_____
Telephone Number: _____	
Fax Number: _____	
Internet Address: _____	

2. _____	_____
Full Address, Zip/Post Code _____	_____
Telephone Number: _____	
Fax Number: _____	
Internet Address: _____	

Use this space for additional comments on your employment record and any other pertinent facts not already covered. Include information regarding any residence or prolonged travel outside your own country, giving dates and purpose. If you have ever attended an IMF Institute course, please indicate course and year.

We would be interested to learn the source of your interest in submitting this application: a recruiting mission, an advertisement, a staff member, etc.:

I, the undersigned, certify that the statements made by me herewith are complete and true to the best of my knowledge and belief. I understand that any willful misstatement renders me liable to dismissal, if employed.

Signature _____

Note to applicants for economist and research positions:

Please send copies of your college or university transcripts. If transcripts are not available, please send a list of courses taken and the grades obtained in each. You may be requested to forward a copy of your thesis or written work, preferably in English, at a later date.

Name _____ Date _____

EMPLOYMENT RECORD (continued)

Day Month Year Day Month Year
Dates: From _____/_____/_____ To: _____/_____/_____ Kind of Business _____
_____ Immediate Supervisor's Name and Title _____
Title of Your Position _____
_____ Number and Kind of Employees You Supervised? _____
Employer _____
Address _____ Reasons for Leaving _____
_____ Telephone Number _____
_____ May We Communicate with this Past Employer? _____
Fax Number _____ Internet Address _____
Duties and Responsibilities (Use this space for a brief but complete description)

Day Month Year Day Month Year
Dates: From _____/_____/_____ To: _____/_____/_____ Kind of Business _____
_____ Immediate Supervisor's Name and Title _____
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EMPLOYMENT RECORD (continued)

Day Month Year Day Month Year Dates: From _____/_____/_____ To: _____/_____/_____ _____ Title of Your Position _____ _____ Employer _____ Address _____ _____ Telephone Number _____ Fax Number _____ Duties and Responsibilities (Use this space for a brief but complete description)	Kind of Business _____ Immediate Supervisor's Name and Title _____ _____ Number and Kind of Employees You Supervised? _____ _____ Reasons for Leaving _____ _____ May We Communicate with this Past Employer? _____ Internet Address _____
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