**Telecommuting confirmation form for International UN Volunteers**

Complete this form only if you will be telecommuting at the beginning of your assignment instead of traveling to your duty station.

Kindly note that onboarding via telecommuting should be in accordance with the host entity agreement and in line with the host entity policy on telecommuting.

By completing this form you confirm that you will not travel at the start of your assignment to your duty station and will not receive a travel lump sum payment until travel to the duty station is scheduled.

The signed form should be uploaded under the following tasks in UVP during the pre-deployment process:

* Confirm visa
* Complete security clearance

The pre-deployment process in UVP cannot continue unless you complete these tasks. Not doing so may delay your starting date, payment of entitlements, and issuance of your UN Volunteer contract.

**Section 1: UN Volunteer candidate and assignment details**

|  |  |
| --- | --- |
|  First name:  |  Family name:  |
|  Assignment title:   |
|  Host entity: |
| Reason for onboard via telecommuting: |
|  Intended assignment duty station:   |  Intended assignment country:  |
|  Telecommuting location: |  Telecommuting country: |
| Telecommuting start date: |  Telecommuting end date: |

**Section 2: Confirmation**

[ ]  I confirm by uploading this form to UVP that I agree to begin my UN Volunteer assignment telecommuting from the location above

[ ]  I confirm my host entity approved my telecommuting in writing by uploading evidence to UVP.

[ ]  I have created an account with the [United Nations Department of Safety and Security (UNDSS)](https://dss.un.org/TRIP/TRIP-My-Profile) and recorded my telecommuting location in my profile and on the UNDSS platform.

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and name of UN Volunteer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place

**For the Host Entity:**

I confirm that the above request for onboarding via telecommuting has been agreed upon and that the above request is in line with the host entity's policy on telecommuting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and name of host entity representative (hiring manager, HR representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place

Contact-email/address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kindly note that only DocuSign or hand-signed documents are acceptable.