



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	<i>Savaii Operations</i>	<i>Location:</i>	<i>LTA Office - Salelologa</i>
<i>Title:</i>	<i>Cashier</i>	<i>Salary:</i>	<i>\$14,271.47 per annum</i>

Section 2: Personal Details

<i>Full Name:</i>		<i>Gender:</i>	
<i>Contact Phone No:</i>		<i>Date of Birth (Day/Month/Year):</i>	
<i>Address:</i>			

Section 3: Education Details

<i>Most Recent Qualification</i>	<i>Major Area of Study</i>	<i>Institution Attended</i>	<i>Date Started</i>	<i>Date Finished</i>

Section 4: Training Details

<i>Trainings and Courses Relevant to the Position</i>	<i>Date</i>	<i>Duration</i>

Section 5: Employment History

Current/Most Recent Position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

Next previous position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

Next previous position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

Section 6: Selection Criteria

Please provide claims as to why you satisfy each criterion

1	Minimum qualification of Foundation Certificate majoring in Accounting or Finance. Essential
2	Good understanding of accounting processes with at least 3 years of relevant practical working experience. Essential
3	Demonstrate ability in Financial analysis and posse excellent reporting writing skills. Essential
4	Demonstrate excellent interpersonal skills especially when dealing with clients and internal staff. Essential
5	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English. Essential
6	Resourceful and able to work with minimum supervision. Essential
7	Must be computer literate (Excel, Word and Access). Essential
8	Good knowledge of policies, regulations and legislations governing the work of Finance, Human Resources and LTA Act 2007. Desirable

Section 7: Computer Literacy

Indicate competency level for each system

Competency level code: 1- no knowledge; 2-basic knowledge; 3-good working knowledge; 4- strong/advanced capabilities

Main Systems		Other Systems	
Microsoft Word		Microsoft Access	
Microsoft Excel		Other System (Specify)	
Microsoft PowerPoint		Other System (Specify)	
E-mail		Other System (Specify)	

Section 8: Discipline Records Check

Do you have a discipline record, any criminal convictions, or current legal proceedings against you?	No	Yes
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If yes, please provide discipline record

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Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	No	Yes
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If yes, please provide name(s) and nature of relationship

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Section 10: Declaration of Referees

	Name	Designation	Contact Phone No
1			
2			
3			

Section 11: Certification & Authorisation

I hereby certify that the information given in my application is true and correct.

Signature

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Date

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Please attach the following	
1	Up to Date Curriculum Vitae
2	Certified Academic qualifications and relevant trainings
3	Written Reference from three(3) respected referees, two(2) of which are previous employers with their up to date contact details.
4	Police Report (required)

