



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	<i>Savaii Operation</i>	<i>Location:</i>	<i>LTA Office - Salelologa</i>
<i>Title:</i>	<i>Senior Administration & Finance</i>	<i>Salary:</i>	<i>\$30,143.40 pa</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

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

Next previous position

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

Section 6: Selection Criteria

Please provide claims as to why you satisfy each criterion

1	Must have a degree with majors in Accounting/Finance Management from a recognized tertiary Institution. Essential
2	Must have at least 3 years of experience in preparation of financial reports/cash handling/Office Administration. Essential
3	Knowledge of LTA Act 2007, LTA Regulations, Public Finance Management Act 2001, Public Bodies Performance and Accountability Act 2001. Essential
4	Demonstrated ability to perform critical analysis and initiate financial policy interventions, provide strategic financial advice. Essential
5	Demonstrated ability to collaborate, network, negotiate and engage effectively with other staff members and with external stakeholders in issues pertaining to financial and General Administration services. Essential
6	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. Essential
7	Demonstrated ability in written and oral communication in English and Samoan, analytical skills, decision-making, report writing and interpersonal skills. Essential
8	Must be computer literate and has proven work experience in Microsoft Excel software, and other financial management databases, and systems. Essential
9	
10	

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)

