



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	<i>Corporate Service Division</i>	<i>Location:</i>	<i>LTA Office - Vaitele-uta</i>
<i>Title:</i>	<i>Transports Officer</i>	<i>Salary:</i>	<i>G4/S1 - G4/S7 \$20,986.06 - \$25,901.36</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>	

Main Responsibilities:		
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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	Qualification. Essential Minimum qualification of Certificate in Trade Courses (Mechanic) with an APTC trade certificate as an exception.
2	Familiar with Authority's Code of Conduct. Essential
3	Work Experience. Essential Minimum of 3 years relevant working experience as a driver with a clean driving record. Some work experience in Office Assistant work would be an advantage.
4	Knowledge and Skills. Essential Should be able to perform well and work efficiently under minimum supervision.
5	Excellent interpersonal skills creating positive energy when dealing with staff and vehicle repair companies. Essential
6	Communicate clearly in written and verbal (Samoa & English). Essential
7	Must have a valid driver's license and sound knowledge of road rules and regulations. Essential
8	Has sound knowledge of the following legislations: Desirable <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • LTA Working & Conditions Manual 2018 • Public Finance Management Act 2001 • Public Bodies Performance & Accountability Act 2001 • Labor & Employment Act 2013

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	3 Written Reference, 2 from previous employer with up to date contact details