



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>Savaii Operations Division</b>	<i>Location:</i>	<b>LTA Office - Salelologa</b>
<i>Title:</i>	<b>Night Watchman - Savaii</b>	<i>Salary:</i>	<b>G1/S1 - G2/S7 \$9,562.46 - \$15,561.72 p.a.</b>
<i>Reports to:</i>	<b>The Manager - Savaii Operations</b>		

### 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

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

### Section 4: Training Details

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

### 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>
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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**

<b>1</b>	<b>Qualification.</b> Minimum qualification is Samoa School Certificate (SSC) or Samoa Secondary School Leaving Certificate. <b>Essential</b>
<b>2</b>	<b>Work Experience.</b> Minimum 2 years of relevant work experience. <b>Essential</b>
<b>3</b>	<b>Knowledge &amp; Skills.</b> Knowledge of LTA functions and customer protocols. <b>Desirable</b>
<b>4</b>	Clean Police Report of not more than 2 months. <b>Essential</b>
<b>5</b>	Communicate in both English and Samoan language, written and oral. <b>Essential</b>
<b>6</b>	<b>Personal Attributes</b> Honesty, Integrity, Punctuality, Customer Service oriented, Reliability, Commitment, Personal Presentation, Loyalty, Common Sense. <b>Essential</b>
<b>7</b>	Demonstrated ability to work under minimum supervision. <b>Essential</b>

**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

<b>Main Systems</b>		<b>Other Systems</b>	
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?	<i>No</i>	<i>Yes</i>
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*If yes, please provide name(s) and nature of relationship*

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**Section 10: Declaration of Referees**

	<b>Name</b>	<b>Designation</b>	<b>Contact Phone No</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			

**Section 11: Certification & Authorization**

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