



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	Corporate Services	<i>Location:</i>	LTA Office - Vaitele-uta
<i>Title:</i>	Principal Occupational Health & Safety Officer	<i>Salary:</i>	G7/S1 - G8/S7 \$42,126.64 - \$65,875.99 per annum

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

Most Recent Qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

Section 4: Training Details

Trainings and Courses Relevant to the Position	Date	Duration

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>		
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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	<u>Qualification. Essential</u> Bachelor's Degree level in subjects related to occupational health and safety like physical and applied science, environmental health, engineering (including electronic/ electrical, mechanical and environmental or food technology)
2	<u>Work Experience. Essential</u> At least 5 years of relevant work experience working in a similar environment such as promoting safety, health and wellbeing of workers, or inspections and investigations of OSH etc
3	<u>Knowledge & Skills. Desirable</u> Demonstrate relevant experience in the undertaking of research and policy development around OSH, industrial disputes etc
4	<u>Essential</u> Demonstrated ability to work individually and/or as part of a team with mature and professional approach when dealing with people
5	<u>Essential</u> Ability to effectively plan, and coordinate OSH activities with less supervision using discretion and tact, confidence and resilience to address concerns of employers and workers etc
6	<u>Essential</u> Ability to write and speak both Samoan and English fluently and excellent interpersonal skills
7	<u>Essential</u> Should be computer literate and has proven experience in Microsoft Word, Excel and other software etc
8	<u>Desirable</u> Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance Management Act 2001, Public Bodies Performance and Accountability Act 2001, Ministry of Works Act 2002, Labour and Employment Act 2013, Occupational Health and Safety Act.

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