



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	<i>Project Management Division</i>	<i>Location:</i>	<i>LTA Office - Vaitele-uta</i>
<i>Title:</i>	<i>Divisional & Procurement Assistant</i>	<i>Salary:</i>	<i>G2/S1 - G3/S7 \$12,323.48 - \$20,222.51</i>
<i>Reporting Structure</i>	<i>Reports to Manager Project Management Division</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	Qualification. Essential Minimum qualification of Certificate in Office Management from a recognized institution.
2	Work Experience. Essential Minimum of 2 years relevant working experience.
3	Knowledge and Skills. Desirable Knowledge of LTA roles and functions and customer protocols.
4	Demonstrate ability to operate photo copier and fax machine. Desirable
5	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English. Essential
6	Computer literacy in Word, Excel, Power point and email. Essential
7	Ability to organize and maintain an effective filing system. Essential

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