



Land Transport Authority

Job Application Form

Section 1: Position Details

| | | | |
|------------------|-------------------------|------------------|---|
| <i>Division:</i> | FINANCE DIVISION | <i>Location:</i> | LTA Office - Vaitele |
| <i>Title:</i> | Cashier | <i>Salary:</i> | G3/S1 - G4/S7 \$16,186.23 - \$25,901.36 p.a. |

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 |
|----------------------------------|----------------------------|-----------------------------|---------------------|----------------------|
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Section 4: Training Details

| Trainings and Courses Relevant to the Position | Date | Duration |
|---|-------------|-----------------|
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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> | | | |

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 | <p>Qualification. Minimum qualification of Foundation Certificate majoring in Accounting or Finance. Essential</p> |
| 2 | <p>Work Experience. Good understanding of accounting processes with at least 3 years of relevant practical working experience. Essential</p> |
| 3 | <p>Knowledge & Skills. Demonstrate ability in financial analysis and posse excellent reporting writing skills. Essential</p> |
| 4 | <p>Demonstrated excellent interpersonal skills especially when dealing with clients and internal staff. Essential</p> |
| 5 | <p>Demonstrated ability to clearly communicate both orally and writing in Samoan and English. Essential</p> |
| 6 | <p>Resourceful and able to work with minimum supervision. Essential</p> |
| 7 | <p>Should be computer literate and has proven experience in Microsoft office Software and other appropriate financial database. Essential</p> |
| 8 | <p>Has sound knowledge of the following legislation:</p> <ul style="list-style-type: none"> • LTA Act 2007 • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Labour and Employment Act 2013 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

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|--|----|-----|
| 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

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| 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 & 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

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|---|---|
| 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 |