



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	ROAD USE MANAGEMENT DIVISION	<i>Location:</i>	LTA Office - Vaitele
<i>Title:</i>	Data Entry Officer	<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

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>			

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. Minimum qualification of Foundation Certificate/Office Administration or relevant from a recognized tertiary institution. Essential
2	Work Experience. At least 3 years relevant working experience and in data entry works and processes. Essential
3	Knowledge & Skills. Sound knowledge of the following: <ul style="list-style-type: none"> • LTA Act 2007 • Road Traffic Ordinance 1960 • Road Traffic Regulations 1961 • Other relevant legislations and policies Essential
4	Demonstrated knowledge of Motor Vehicle Fitness Guide. Essential
5	Holder of a valid private driver's license of 5 years and more. Essential
6	Ability to communicate in Samoan and English effectively both orally and written. Essential
7	Demonstrate excellent interpersonal skills especially when dealing with clients and internal staff. Essential
8	Hold valid and clean Police Report. Essential
9	Knowledge of Public Sector reforms and Transport roles and functions. Desirable
10	Must be computer literate and has proven experience in Microsoft Office and basic data entry programs. Desirable

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?	<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

	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	
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