



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	Legal Division	<i>Location:</i>	LTA Office - Vaitele-uta
<i>Title:</i>	Principal Legal Officer	<i>Salary:</i>	G9/S1 - G9/S7 \$46,427.77 - \$72,601.93 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>	

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. A bachelor's degree in Law and a practicing member of the Samoa Law Society. Essential
2	Work Experience. At least two (2) years practical experience preferably in a corporate or commercial setting. Essential
3	Knowledge & Skills. Good working knowledge and understanding of all legislation and regulations applicable to the operation of LTA. Essential
4	Sound working knowledge in contract law, corporate law and legislative interpretation. Essential
5	Excellent legal research, writing and analytical skills. Proficient in legal research tools and databases. Essential
6	Strong organizational skills and time management skills as well as the ability to work independent. Essential
7	Familiarity with litigation and dispute resolution processes. 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
--	----	-----

If yes, please provide discipline record

--

Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	<i>No</i>	<i>Yes</i>
--	-----------	------------

If yes, please provide name(s) and nature of relationship

--

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

--

Date

--

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
4	Valid Police Report