



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>	Senior Promotion & Training Officer	<i>Salary:</i>	G3/S1-G4/S7 \$29,555.19-\$44,849.95 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. A Diploma or relevant in areas such as Public Administration, Human Resource, Teaching or relevant from a recognized Tertiary Institution. Essential
2	Work Experience. At least 3 years relevant working experience and in a middle management level. Essential
3	Knowledge & Skills. Sound knowledge of LTA Act 2007, Road Code of Road Safety and orders and other relevant legislation. Essential
4	Holder of a valid private driver's license of 3 years and more, and valid commercial driver's license in any classes. Essential
5	Ability to communicate in Samoan and English effectively both orally and written. Essential
6	Demonstrated excellent interpersonal skills especially when dealing with clients and internal staff. Essential
7	Knowledge and ability to operate vehicles with automatic and a manual transmission. Essential
8	Knowledge of Public Sector reforms and Transport roles and functions. Desirable
9	Must be computer literate and has proven experience in Microsoft Office and basic 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
--	----	-----

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 & Authorization

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