



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>	Promotion Officer	<i>Salary:</i>	G3/S1-G4/S7 \$17,838.84-\$28,287.23 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 with a pass in English. Essential
2	Work Experience. Good understanding on what awareness programs and promotion work involves and driver training involves. Essential
3	Knowledge & Skills. At least one (1) year of work experience. Essential
4	Sound knowledge of LTA Act 2007, Road Code of Road Safety and orders and other relevant legislation. Desirable
5	Sound knowledge of Road Traffic Ordinance (1960) / Road Traffic Regulations (1961). Essential
6	Demonstrated skills in public speaking and customer service. Essential
7	Holder of a valid private driver's license of 2 years and more, and valid commercial driver's license. Essential
8	Ability to communicate in Samoan and English effectively both orally and written. Essential
9	Must be computer literate and has proven experience in Microsoft Office and basic data entry programs. Essential
10	Demonstrated excellent interpersonal skills especially when dealing with clients and internal staff. 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?	<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
4	Valid Police Report