



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>ROAD USE MANAGEMENT DIVISION</b>	<i>Location:</i>	<b>LTA Office - Vaitele</b>
<i>Title:</i>	<b>Training &amp; Awareness Officer</b>	<i>Salary:</i>	<b>G3/S1-G4/S7 \$17,838.84-\$28,545.89 p.a.</b>

### 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

<b>Most Recent Qualification</b>	<b>Major Area of Study</b>	<b>Institution Attended</b>	<b>Date Started</b>	<b>Date Finished</b>

### Section 4: Training Details

<b>Trainings and Courses Relevant to the Position</b>	<b>Date</b>	<b>Duration</b>

### 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:		
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**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	<b>Qualification.</b> Minimum qualification of Foundation Certificate with a pass in English. <b>Essential</b>
2	<b>Work Experience.</b> Good understanding of what awareness programs and promotion work and what Driver training involves. <b>Essential</b>
3	<b>Knowledge and Skills.</b> At least one (1) year of work experience. <b>Essential</b>
4	Sound knowledge of the LTA Act 2007, Road Code of Road Safety and orders and other relevant legislation. <b>Desirable</b>
5	Sound knowledge of the Road Traffic Ordinance (1960) / Road Traffic Regulation (1961). <b>Essential</b>
6	Demonstrated skills in public speaking and customer service. <b>Essential</b>
7	Holder of a valid private driver's license of 2 years or more, and a valid commercial driver's license. <b>Essential</b>
8	Ability to communicate in Samoan and English effectively both orally and in written. <b>Essential</b>
9	Must be computer literate and have proven experience in Microsoft Office and basic data entry programs. <b>Essential</b>
10	Demonstrated excellent interpersonal skills especially when dealing with clients and internal staff. <b>Essential</b>

**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