



## Job Application Form

### Section 1: Position Details

Division:	<b>QUALITY ASSURANCE DIVISION</b>	Location:	<b>LTA Office – Vaitele</b>
Title:	<b>Laboratory Technician</b>	Salary:	<b>G2/S1-G3/S7 \$13,581.71-\$22,287.23 p.a</b>
Reporting Structure	<b>Report to the Manager Quality Assurance Division through the Quality Assurance Contract Officer.</b>		

### Section 2: Personal Details

Full Name:		Gender:	
Contact Phone No:		Date of Birth (Day/Month/Year):	
Address:			

### 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

Employer's Name:		Date:	Duration:
Position Title:			Number of Staff reporting to you
Main Responsibilities:			

Upolu : Vaitele Headquarters  
 Savaii: Salelologa

+685 26740 | Vaitele, Upolu  
 +685 51508 | Salelologa

www.lta.gov.ws

Post Office Private Bag, Apia

Enquiries@lta.gov.ws

Land Transport Authority – Samoa

**Next previous position**

<i>Employer's Name:</i>		<i>Date:</i>	<i>Durat ion:</i>
<i>Position Title:</i>			<i>Number of Staff reporting to you</i>
<i>Main Responsibilities:</i>			

**Section 6: Selection Criteria.**

**Please provide claims as to why you satisfy each criterion**

<b>1</b>	<b>Qualification.</b> University Preparatory Year successfully completed or Tertiary studies in Chemistry would be an advantage or Completed education with SSLC and PSSC. <b>Essential</b>
<b>2</b>	<b>Work Experience.</b> At least one (1) years of relevant working experience particularly in the laboratory <b>Essential</b>
<b>3</b>	<b>Knowledge and Skill</b> Strong written and verbal communication in both English and Samoan language Excellent verbal / written communication skills and interpersonal skills in Samoan and English. <b>Essential</b>
<b>4</b>	Demonstrated ability to organize and maintain a clean workplace and identify laboratory equipment. <b>Essential</b>
<b>5</b>	Knowledge of road materials testing procedures on soils, aggregate, asphalt, concrete and bitumen used in the Authority. <b>Essential</b>
<b>6</b>	Must have a valid driver's license. <b>Essential</b>
<b>7</b>	Has sound knowledge of the following legislation <ul style="list-style-type: none"> <li>• LTA Act 2007</li> <li>• LTA Regulations</li> <li>• Public Finance Management Act 2001</li> <li>• Public Bodies Performance and Accountability Act 2001</li> <li>• Ministry of Works Act 2002</li> <li>• Labour and Employment Act 2013</li> <li>• Occupational Health and Safety Act 2022</li> <li>• Occupational Health and Safety Regulations 2017. <b>Essential</b></li> </ul>

**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

<i>Main Systems</i>		<i>Other Systems</i>	
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?	<i>No</i>	<i>Yes</i>
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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.**

	<b>Names</b>	<b>Designation</b>	<b>Contact Phone No</b>
1			
2			
3			

**Section 9: 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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<b>Please attach the following</b>	
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