



## Job Application Form

### Section 1: Position Details

|                     |                                                                      |           |                                                    |
|---------------------|----------------------------------------------------------------------|-----------|----------------------------------------------------|
| Division:           | <b>FINANCE DIVISION</b>                                              | Location: | <b>LTA Office - Vaitele</b>                        |
| Title:              | <b>Cashier</b>                                                       | Salary:   | <b>G3/S1-G4/S7<br/>\$17,838.84-\$28,545.89 p.a</b> |
| Reporting Structure | <b>Manager Finance through Principal Accounts Receivable 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



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Land Transport Authority – Samoa

Please address all correspondence to the Chief Executive Officer

**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> |  |                                         |                  |

**Section 6: Selection Criteria.**

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

|           |                                                                                                                                                                                                     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>  | <b>Qualification.</b><br>Minimum qualification of Foundation Certificate majoring in Accounting or Finance.<br><b>Essential</b>                                                                     |
| <b>2</b>  | <b>Work Experience.</b><br>At least two to three years' experience in cashier, revenue collection, customer service or a finance administration role<br><b>Essential</b>                            |
| <b>3</b>  | <b>Knowledge and Skill</b><br>Experience handling cash, receipting, reconciliation and bank procedures. <b>Essential</b>                                                                            |
| <b>4</b>  | Sound and understanding of basic financial procedures and internal controls.<br><b>Essential</b>                                                                                                    |
| <b>5</b>  | Experience working in government ministry, public bodies or statutory authority.<br><b>Desirable</b>                                                                                                |
| <b>6</b>  | Strong customer service and interpersonal skills. <b>Essential</b>                                                                                                                                  |
| <b>7</b>  | Very well developed in written and communication skills in both English and Samoan.<br><b>Essential</b>                                                                                             |
| <b>8</b>  | Resourceful and able to work with minimum supervision. <b>Essential</b>                                                                                                                             |
| <b>9</b>  | Should be computer literate and has proven experience in Microsoft Office Software and other appropriate financial database. <b>Essential</b>                                                       |
| <b>10</b> | Has sound knowledge of the following legislations:<br>LTA Act 2007<br>Public Finance Management Act 2001<br>Public Bodies Performance and Accountability Act 2001<br>Labour and Employment Act 2013 |

**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> |
|------------------------------------------------------------------------------------------------------|-----------|------------|

*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> |
|------------------------------------------------------------------------------|-----------|------------|

*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> |
|----------|--------------|--------------------|-------------------------|
| <b>1</b> |              |                    |                         |
| <b>2</b> |              |                    |                         |
| <b>3</b> |              |                    |                         |

**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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| 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                                                           |