



Job Application Form

Section 1: Position Details

Division:	LEGAL DIVISION	Location:	LTA Office - Vaitele
Title:	Principal Legal Officer	Salary:	G7/S1-G8/S7 \$46,427.77 - \$72,601.93 p.a
Reporting Structure	Manager of Legal Division		

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:		
------------------------	--	--

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 Bachelor's degree in Law and a practicing member of the Samoa Law Society Essential
2	Work Experience. At least two (2) years practical preferably in a corporate or commercial setting Essential
3	Knowledge and Skill Good working knowledge and understanding of all legislation and regulations applicable to the operation of LTA. Essential
4	Sound working knowledge in contract law, corporate law and legislative interpretation. Essential
5	Excellent legal research tools and databases. Essential
6	Strong organization skills and time management skills as well as the ability to work independent. Essential
7	Familiarity with litigation and dispute resolution processes. 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?	<i>No</i>	<i>Yes</i>
--	-----------	------------

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.

	Names	Designation	Contact Phone No
1			
2			
3			

Section 9: 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