



JOB APPLICATION FORM

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

SECTION 1: Position Details

| | | |
|-----------------------------------|---|--|
| <i>Ministry/Office:</i> SLRC | <i>Section:</i> CSD | <i>Location:</i> LEVEL 1, FMFMII BUILDING, APIA |
| <i>Position Code:</i> LC000005 | <i>Position Title</i> Executive Assistant and Receptionist | <i>Supervisor Position Code:</i> CEO4D2 |
| | <i>Salary Grade:</i> A12 | <i>Salary Level:</i> \$33, 449 |

SECTION 2: Personal Details

| | | |
|------------------------|------------------------------|------------------------------|
| <i>First Name:</i> | <i>Family Name:</i> | <i>Other Names:</i> |
| <i>Gender:</i> | <i>Date of Birth:</i> | <i>NPF No:</i> |
| <i>Marital Status:</i> | <i>Physical Address (1):</i> | <i>Physical Address (2):</i> |
| <i>Post Code:</i> | <i>Phone No (1):</i> | <i>Phone No (2):</i> |
| <i>e-Mail:</i> | <i>Facsimile:</i> | |

SECTION 3: Education Details

| <i>Most Recent Qualification</i> | <i>Major Area of Study</i> | <i>Institution Attended</i> | <i>Issued Date</i> | <i>Year Graduated</i> |
|----------------------------------|----------------------------|-----------------------------|--------------------|-----------------------|
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SECTION 4: Training History

| <i>Courses relevant to Selection Criteria ONLY</i> | <i>Institution/Country</i> | <i>Dates</i> |
|--|----------------------------|--------------|
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SECTION 5: Employment History

Current / Most Recent Position

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|-------------------------------|--------------|-------------------------|
| <i>Employer's Name:</i> | <i>Date:</i> | <i>Duration:</i> |
| <i>Position Title:</i> | | <i>Number of Staff:</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:</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:</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:</i> |
| <i>Main Responsibilities:</i> | | |

SECTION 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manager responsible, set out below are the criteria (Merit Factors) that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

1. indicate aspects of their work experience which indicate their ability to satisfy each Merit Factor in executing the duties specified in the Job Description
2. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. supply supporting documentation should they be called for short-listed interviews.

Note: If you feel the need to supply additional arguments to support your fulfillment of the selection criteria listed below then please attach that information to this Application Form.

| No | MERIT FACTORS: |
|----|---|
| 1. | SKILLS AND ABILITIES |
| 2. | PERSONAL ATTRIBUTES |
| 3. | 3.1 EXPERIENCE 3.2 PAST WORK PERFORMANCE |
| 4. | QUALIFICATIONS |

SECTION 7: Computer Skills & Competency

Indicate competency level for each Application

Competency level code: 1=no knowledge; 2=basic knowledge; 3=good knowledge; 4=strong/advanced capabilities

| Main Applications: | Competency level: | Other Systems: | Competency level: |
|--------------------|-------------------|-----------------|-------------------|
| Ms Word | | Ms Access | |
| Ms Excel | | Other (specify) | |
| Ms PowerPoint | | Other (specify) | |
| e-mail | | Other (specify) | |

SECTION 8: Knowledge of Languages

| For Languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills | Indicate your mother tongue by ticking a box below | Speak | Read | Write |
|---|--|-------|------|-------|
| CODE: 1. Limited conversation, reading of newspapers, routine correspondence | Samoan: | | | |
| 2. Engage freely in discussions, read and write more difficult materials | English: | | | |
| 3. Speak, read and write (nearly) as well as mother tongue. | Other (specify) | | | |

SECTION 9: Discipline Records Check

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|---|----|-----|
| Do you have a discipline record; any criminal convictions; or any current legal proceeding against you? (Please TICK appropriate box) | NO | YES |
| | | |

If YES, please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

SECTION 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of THREE Referees.

| <i>Referee Name:</i> | <i>Designation:</i> | <i>Address / Contact Numbers:</i> |
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SECTION 11: Declaration of Close Relatives

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| Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry/Office to which you are applying? (Please TICK the appropriate box) | NO | YES |
| | | |

If YES, please provide Name(s) of your relation(s) and state nature of relationship

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SECTION 12: Community Status

Outside the work environment, do you hold and positions (including Matai Titles) associated with community services, and if so, please list:

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SECTION 13: Certification and Authorization

I hereby certify that the information given in my Application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Ministry/Office to undertake any necessary checks to confirm the information provided by me.

| | |
|-------------------|--------------|
| <i>Signature:</i> | <i>Date:</i> |
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