



# Job Application Form

## Form 2

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

### Section 1: Position Details

<i>Ministry</i> MNRE	<i>Section</i> METEOROLOGY	<i>Location</i> VAITELE	
<i>Position Code</i> NE003589	<i>Title</i> Meteorology Technician	<i>Supervisor Position Code</i> NE003372	
		<i>Salary Grade</i> A3	<i>Salary Rate</i> \$6756

### Section 2: Personal Details

<i>First Name:</i>	<i>Last 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>Facimile:</i>	

### Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Year Graduated

### Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country	Dates

**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		

## Next previous 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**

Based on an analysis of the duties of this position as determined by the Manger responsible, set out below are the criteria 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 criterion;
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 fulfilment of the selection criteria listed below then please attach that information to this application form.**

**MERIT FACTORS (Job Competencies)****1. Skills and Abilities (refer to JD for full details)**

Problem Solving Skills and Communication & Presentation Skills

**2. Personal Attributes (refer to JD for full details)**

Commitment & Drive and Integrity & Honesty

**3. Experience and Past Work Performance (refer to JD for full details)**

At least 1 year of working experiences in the related field

**4. Qualifications (refer to JD for full details)**

Certificate in Motor Mechanic or related field

**Section 7: Computer Literacy**

Indicate competency level for each Application

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

Main Applications		Other Systems	
Word processing (Word)		Database Management (Access)	
Spreadsheets (Excel)		Other (specify)	
Presentation 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

CODE 1. Limited conversation, reading of newspapers, routine correspondence 2. Engage freely in discussions, read write more difficult mater 3. Speak, read and write (nearly) as well as mother tongue.	Indicate your mother tongue by ticking a box below				Speak	Read	Write
	Samoan						
	English						
	Other (specify)						

**Section 9: Discipline Records Check**

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the 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.

**Section10: Declaration of Referees**

Please note that you need to declare addresses and contact numbers of three referees.

Referee Name	Designation	Address/Contact Numbers
1.		
2.		
3.		

**Section 11: Declaration of Close Relations**

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry 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


**Section 12: Community Status**

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


**Section 13: Certification And Authorisation**

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 Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date
-----------	------



Government of Samoa

## MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT

### *Matāgaluega o Puna'oa Faalenatura ma Siosiomaga*

**Position Title:** *Meteorology Technician*  
**Division/Section:** *Meteorology*  
**Salary Grade:** *A3/\$6756.00*  
**Position Code:** *NE003589*  
**Supervisor Code:** *NE003372*  
**Location:** *VAITELE*  
**Date:** *15/07/2016*

#### Overview of Ministry

*Sustainable Management of Samoa's Environment Resources to ensure a better quality of life for all its people.*

*More on website: [info@mnre.gov.ws](mailto:info@mnre.gov.ws)*

#### Purpose of Position

*Daily operation of the Mechanical Engineering and Drilling Programs*

#### Key Relationships

**Responsible to:** *Transport Officer*

**Responsible for:** *N/A*

**Functional relationships:**

*Internal:*

*ACEO-Meteorology*

*Principal Meteorology*

*All MNRE Staff*

*External:*

*SWA*

*EPC*

*Public*

#### Key Responsibilities

**[Key Responsibility 1]**

- **Motor Mechanic Skills**

- Carry out quality mechanical servicing of vehicles
- Carry out Engineering Workshop daily cleaning tasks

**[Key Responsibility 2]**

- **Inventory and Storekeeper**

- Ensure all workshops tools are well stored and in good order

**[Key Responsibility 3]**

- **Teamwork**
  - Assist in drilling programs
  - Assist in geological programs
  - Support Divisional Team Work Cleaning program
  - Ensure safety of workplace is adhered to

*Job Competencies/Specifications*

	<b>Merit Factors</b>	<b>Job Competency</b>	<b>Descriptor</b>
1	Skills & Abilities	<p>1.1 Problem Solving Skills</p> <p>1.2 Communication &amp; Presentation Skills</p>	<p>1.1.1 Has the ability to solve problems in an efficient and effective manners during accidents</p> <p>1.1.2 Communicate effectively in both languages and in writings and verbal</p>
2	Personal Attributes	<p>1.1 Commitment &amp; Drive</p> <p>1.2 Integrity &amp; Honesty</p>	<ul style="list-style-type: none"> <li>• Fully commit in performing duties and responsibilities</li> <li>• Honest and Reliable</li> <li>• Familiarize with the PSC Values and Code of Conduct</li> </ul>
3	Experience & Past Work Performance	At least 1 year of working experiences in the related field	<ul style="list-style-type: none"> <li>• Relevant years of experience</li> </ul>
4	Qualification(s)	Certificate in Motor Mechanic or related field	<ul style="list-style-type: none"> <li>• Relevant Tertiary Qualification</li> </ul>





## Applicant Statistics Form

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and will not be used as part of your application.

### Position Details – please provide the details of the vacancy you are applying for:

Ministry/Office	<input type="text" value="MNRE"/>
Position Title	<input type="text" value="Meteorology Technician"/>
Position Code	<input type="text" value="NE003589"/>

### Demographics – please tick the appropriate box

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Nationality	<input type="checkbox"/> Other	<input type="checkbox"/> Other (please specify) <input type="text"/>

### Current Employment Status – please tick the appropriate box that describes your current employment status

<input type="checkbox"/> Internal (Same Ministry)	<input type="checkbox"/> Other Public Service/Government Ministries/Office	<input type="checkbox"/> Employed in SOE/Public Bodies	<input type="checkbox"/> Employed in Private Sector	
<input type="checkbox"/> NGOs	<input type="checkbox"/> Not Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Studying	<input type="checkbox"/> Overseas

### Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

<input type="checkbox"/> PSC Website	
<input type="checkbox"/> Ministry Website (please specify)	<input type="text"/>
<input type="checkbox"/> Local Paper (please specify)	<input type="text"/>
<input type="checkbox"/> PSC/Ministry Noticeboard (please specify)	<input type="text"/>
<input type="checkbox"/> Word of mouth/Friends/Family Member	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

---

### Confirmation of Receipt

Please complete the section below. Our Ministry/Office has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title:	<input type="text" value="Meteorology Technician"/>	Position Code:	<input type="text" value="NE003589"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>