Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

Ministry MNRE	*Section* CSD	*Location* TATTE	
Position Code NE003711	*Title* Driver - Main Office	*Supervisor Position Code* NE002493	
		Salary Grade A04	*Salary Rate* $10,534p.a max

Section 2: Personal Details

First Name:	*Last Name:*	*Other Names:*
Gender:	*Date of Birth:*	*NPF No:*
Marital Status:	*Physical Address (1):*	*Physical Address (2):*
Post Code:	*Phone No (1):*	*Phone No (2):*
e-Mail:	*Facimile:*	

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 reponsibility 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
Building Relationships
Communication and Presentation skills
Achieves and Delivers Results

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

Commitment and Personal Drive
Integrity and Honesty
SPS Values

3. Experience (refer to JD for full details)
•At least 2 years of driving experience with a valid License Driver and a Police Report •PTA Defensive Licence
4. Past Work Performance (refer to JD for full details)
Mail Courier and Administrative Support Services Vehicle Maintenance Provide Reports
5. Qualification (refer to JD for full details)
•Post-Secondary School Certificate

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