



# 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> MCIL	<i>Section</i> APPRENTICESHIP AND EMPLOYMENT	<i>Location</i> APIA	
<i>Position Code</i> CL002433	<i>Title</i> ACEO Apprenticeship and Employment	<i>Salary Grade</i> C2	<i>Salary Rate</i> \$81,600 p.a

### Section 2: Personal Details

<i>Full Name</i>	<i>Gender</i>
<i>Mailing Address</i>	<i>Contact Phone No.</i>
<i>Contact Address</i>	<i>Date of Birth (Day / Month / Year)</i>

### Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Date Finished
Any previous qualification(s)				

### Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Date	Duration (in days)

### Section 5: Employment History

#### Current / Most recent Position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration (in days)</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

**Next previous position**

<i>Employer's Name</i>	<i>Date</i>	<i>Duration (in days)</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

**Next previous position**

<i>Employer's Name</i>	<i>Date</i>	<i>Duration (in days)</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

**Next previous position**

<i>Employer's Name</i>	<i>Date</i>	<i>Duration (in days)</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

**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.

**Selection Criteria**

1. At least 7 years relevant experience (Essential).
2. Minimum qualification of a Bachelor Degree in Management or relevant discipline (Essential).
3. Demonstrated ability in undertaking customer based research and identifying needs clearly in relation to Apprenticeship and Employment services and activities (Essential).
4. Demonstrated ability in the operations and management of Apprenticeship and Employment services and activities (Essential).
5. Demonstrated ability to effectively plan for and manage resources as well as demonstrated ability to lead and develop these resources to achieve defined targets/outputs in line with established ethical work standards (Essential)

6. Demonstrated ability to lead and encourage service related reforms and service quality improvement as it pertains to Apprenticeship and Employment and activities, and their contribution to the achievement of the Ministry's targets and outputs as set out in its Corporate and Management Plans (Essential)
7. Demonstrated ability computing skills, written and oral communications, analytical and strategic planning, decision making and networking skills (Essential)
8. Sound knowledge of all relevant legislations governing the Ministry's operations in particular Apprenticeship and Employment services and activities (Desirable)
9.
10.

**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	
Word processing (Word)		Other Systems	
Spreadsheets (Excel)		Database Management (Access)	
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 material 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)

<b>No</b>	<b>Yes</b>
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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.

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 Department to which you are applying? (Please TICK the appropriate box)

<b>No</b>	<b>Yes</b>
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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 any positions (including matai titles) associated with community services, and if so, please list:

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**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
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