



Job Application Form

Form 2

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

Section 1: Position Details

| | | | |
|---------------------------|-----------------------------|---------------------------------|-------------|
| Ministry SLC | Section SURVEY | Location TUANAIMATO | |
| Position Code SLC52L24 | Title Team Leader Survey | Supervisor Position Code ML | |
| | | Salary Grade Principal Level | Salary Rate |

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 |
|---------------------------|---------------------|----------------------|--------------|----------------|
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Section 4: Training History

| Courses Relevant to Selection Criteria ONLY | Institution/Country | Dates |
|---|---------------------|-------|
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Section 5: Employment History

Current / Most recent Position

| | | |
|------------------------------|---|-----------------|
| <i>Employer's Name</i> | <i>Date</i> | <i>Duration</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</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</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</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.

MERIT FACTORS (Job Competencies)

1. Skills and Abilities (refer to JD for full details)

Good working knowledge with National Surveying system sound understanding with relevant Acts understanding with relevant Acts & Regulations in performing surveying in Samoa.

Demonstrated ability, skills and knowledge in various survey computer software.

Eg Digital Cadastral database, SDR ma, Autocad, A2 D and etc

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

Must have good mediations skills in land related matters relating to client

Demonstrated ability to recommend any new projects for the Lands, or monitor, evaluate, and manage the progress of the Corporations ongoing surveying projects.

Must have good interpersonal skills and work effectively within team environment with good command in English & Samoan and (written and oral)

Ability to lead by example by portraing professionalism and positive attitude.

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

Minimum 5 years of proven working experience specialising in land surveying.

4. Qualifications (refer to JD for full details)

Minimum qualification of a Bachelors degree in Surveying OR relevant discipline.

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.

Section 10: 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

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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 |
|-----------|------|