



Land Transport Authority

Job Application Form

Section 1: Position Details

Division:	Corporate Service	Location:	LTA Office - Vaitele-uta
Title:	Finance Assistant	Salary:	\$8,416.00 per annum

Section 2: Personal Details

Full Name:		Gender:	
Contact Phone No:		Date of Birth (Day/ Month/ Year):	
Address:			

Section 3: Education Details

Most Recent Qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

Section 4: Training Details

Trainings and Courses Relevant to the Position	Date	Duration

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:			

Section 6: Selection Criteria

Please provide claims as to why you satisfy each criterion

1	Completion of PSSC or equivalent is ESSENTIAL. Essential
2	General knowledge of LTA and its core responsibilities. Desirable
3	Must be professional in appearance (neatness). Essential
4	Good knowledge of customer service. Essential
5	Good communication skills (written & verbal) in English and Samoan. Essential
6	Must be able to work overtime and have the ability to relieve the night watchman as appropriate. Essential
7	Willing to learn as trainings are provided regularly. Essential
8	Shows good behaviors, and positive attitude towards work. Essential

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	
Microsoft Word		Microsoft Access	
Microsoft Excel		Other System (Specify)	
Microsoft PowerPoint		Other System (Specify)	
E-mail		Other System (Specify)	

Section 8: Discipline Records Check

Do you have a discipline record, any criminal convictions, or current legal proceedings against you?	No	Yes
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If yes, please provide discipline record

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Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	No	Yes
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If yes, please provide name(s) and nature of relationship

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Section 10: Declaration of Referees

	Name	Designation	Contact Phone No
1			
2			
3			

Section 11: Certification & Authorisation

I hereby certify that the information given in my application is true and correct.

Signature

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Date

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Please attach the following

1	Curriculum Vitae	
2	Copies of Qualifications	
3	Written Reference from previous employer	
4	Police Report (if required)	