



# 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> MOF	<i>Section</i> ACCOUNTING & REPORTING DIVISION	<i>Location</i> CENTRAL BANK BUILDING	
<i>Position Code</i> FI003221(1)	<i>Title</i> ACCOUNTING OFFICER (1)	<i>Salary Grade</i> A10/L10	<i>Salary Rate</i> \$22,008/\$24,008

### 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.**

<b>Selection Criteria</b>
1. A degree in Commerce/Business with an Accounting & Management body major or working towards being a member of a recognised accounting with at least 2-3 years of relevant working experience (ESSENTIAL)
2. Proven experience in managing and operating computerised accounting systems and integrated computerised systems as well as advance knowledge of databases, spreadsheets and word processing (ESSENTIAL)
3. High level knowledge and understanding of government administrative, budgetary and accounting procedures (ESSENTIAL)
4. Excellent Customer service and communication skills (both English and Samoan - oral and written) (DESIRABLE)
5. Ability to work as part of a team to achieve divisional outputs within deadline (DESIRABLE)

6. Excellent supervisory, organising, and development skills (DESIRABLE)
7.
8.
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

<i>Main Systems</i>		<i>Other Systems</i>	
<i>Word processing (Word)</i>		<i>Other Systems</i>	
<i>Spreadsheets (Excel)</i>		<i>Database Management (Access)</i>	
<i>Presentation PowerPoint</i>		<i>Other (specify)</i>	
<i>E-mail</i>		<i>Other (specify)</i>	

**Section 8: Knowledge of Languages**

<i>For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills</i>	<b>Indicate your mother tongue by ticking a box below</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>
<b>CODE</b>	<i>Samoan</i>			
1. Limited conversation, reading of newspapers, routine correspondence	<i>English</i>			
2. Engage freely in discussions, read write more difficult material	<i>Other (specify)</i>			
3. Speak, read and write (nearly) as well as mother tongue.				

**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
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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)

No	Yes
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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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