

Applicant Statistics Form

This form is specifically for the use of gathering statistics.

Position Details – please provide the details of the vacancy you are applying for:

Ministry/Office
Position Title
Position Code

Demographics – please tick the appropriate box:

Gender ☐ Female ☐ Male

Nationality ☐ Other ☐ Other (please specify)

Current Employment Status – please tick the appropriate box that describes your current employment status

☐ Internal (Same Ministry) ☐ Other Public Service/Government Ministries/Office ☐ Employed in SOE/Public Bodies ☐ Employed in Private Sector
☐ NGOs ☐ Not Employed ☐ Self Employed ☐ Studying ☐ Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

☐ PSC Website
☐ Ministry Website (please specify)
☐ Local Paper (please specify)
☐ PSC/Ministry Noticeboard (please specify)
☐ Word of mouth/Friends/Family Member
☐ Other (please specify)

☐ Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Organisation has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title:
Name:

Position Code:
Date Received

Email/Postal
Address



Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

Ministry MAF	Section CROPS	Location NU'U
Position Code AG000950	Title Driver	Supervisor Position Code AG001635
	Salary Grade A03	Salary Rate \$7,975

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:	Facsimile:	

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:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manager 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 Merit Factor in executing the duties specified in the Job Description.
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 :

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

- 1.1 Communication
- 1.2 Personal Management

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

- 4.1 Values and Ethics
- 4.2 Commitment and personal drive
- 4.3 Judgement
- 4.4 Diligence
- 4.5 Management (Self/Work)

3.1 Experience (refer to JD for full details)**3.2 Pas Work Performance**

3.1.1 Must have one (1) year of work experience preferably within the public service or private sector

5. Qualification (refer to JD for full details)

2.1 Minimum qualification of a Pacific Senior School Certificate

Section 7: Computer Skills and Competency

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good knowledge; 4= strong/advanced capabilities

Main Applications	Competency level:	Other Systems	Competency level:
Ms Word		Ms Access	
Ms Excel		Other (specify)	
Ms 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

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.

Indicate your mother tongue by ticking a box below

Speak

Read

Write

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

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
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Government of Samoa

Ministry of Agriculture and Fisheries

Position Title:	DRIVER
Position Code:	AG000950
Salary:	A03/\$7,975
Division:	CROPS
Location:	NU'U

Ministry Overview

The Ministry of Agriculture and Fisheries is the principal Government Ministry to develop policies and regulation for agriculture as well as the provision of technical support to farming and fishing. The overall mission of MAF is to develop Agriculture and Fisheries for Food and Income security.

Division Mission Statement

To produce high quantitative and qualitative research in order to enhance crop development and provide advisory services, to improve and sustain crops production for the benefit of subsistence and commercial ventures

Purpose of Position

Performs work in the operation of Ministry vehicles to assure the safe transportation of employees/assets to and from various destinations and to guarantee excellent maintenance of Ministry vehicles.

Key Relationships

Responsible to: ACEO-Crops
 Functional Relationships: Internal: Crops Staff
 External: Stakeholders, all MAF Divisions

Key Responsibilities

Key Areas of Responsibilities	Performance Expectations/Deliverables
Mail Delivery	<ul style="list-style-type: none"> Deliver daily mail to divisions, relevant organizational bodies and Government Ministry for the Crops/Ministry, and to ensure confidentiality of all records at all times
Transportation of Crops Employees, Office Orders/Supplies and Equipments	<ul style="list-style-type: none"> Provide safe transportation services by driving the Ministry vehicles on Crops/Ministry business in a safe and punctual manner Prepare and pick up orders/supplies for the Crops Division/Ministry
Maintenance of Crops Vehicle	<ul style="list-style-type: none"> Ensure regular servicing of vehicle and ensure that any repairs needed are undertaken promptly Keep correct records of the daily mileages and vehicle running sheets after daily use and submit to immediate supervisor Maintain the Ministry vehicles in a clean and roadworthy condition

“.....Empowering sector stakeholders, building resilience and inspiring growth.....”

Administration Assistance	<ul style="list-style-type: none">• Assist in office work – photocopying, answering the phone, serving customers• Attend to other general office duties as directed by the ACEO-Crops	
Core Competencies		
To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies		
MERIT	JOB COMPETENCIES	DESCRIPTORS
1. SKILLS & ABILITIES	1.1 Communication	1.1.1 Good written and oral communication skills in both English & Samoan 1.1.2 Good public relations skills and can work anytime as directed from time to time
	1.2 Personal Management	1.2.1 Demonstrated ability to meet deadlines and work independently with minimum Supervision
2. PERSONAL ATTRIBUTES	2.1 Values and Ethics	2.1.1 Knowledge of and role models the SPS Values and demonstrate excellent work ethics 2.1.2 Take responsibilities for own actions and decisions 2.1.3 Must hold a valid driver’s license and a Defensive Driving Certificate with the LTA 2.1.4 Must have a clean police record/report
	2.2 Commitment and Personal drive	2.2.1 Demonstrates co-operation with other employees within Crops 2.2.2 Adopts a positive attitude toward work and staff
	2.3 Judgement	2.3.1 Shows good judgement, intelligence and common sense
	2.4 Diligence	2.4.1 Shows good attention and consistency in the execution of work 2.4.2 Punctual to work and all events expected to attend
	2.5 Management (Self/Work)	2.5.1 Able to manage and prioritise work load to prevent last minute preparation and stress 2.5.2 Capable of balancing personal, social and work responsibilities 2.5.3 Must be an honest and reliable person
3. EXPERIENCE	3.1 Experience 3.2 Past work performance	3.1.1 Must have 1 year driving working experience preferably within the public service or private sector

4 QUALIFICATION	4.1 Qualification (Academic/Training)	4.1.1 Minimum qualification of a Pacific Senior School Certificate
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