



Job Application Form

An Acknowledgement

Please note all applicants are notified of receipt and/or status of application through email.
Please ensure your email account is active.

POST APPLIED FOR: Assistant Building Technician

POSITION CODE: 0130

Section 1: Personal Details

First Name:	Last Name:	Other Names:
Gender:	Date of Birth:	Nationality:
Marital Status:	Work Address:	Home Address:
Email Address:	Phone No:	Cell No:

Section 2 a): Education Details (Attached certified copies of certificates)

Year	Qualification Obtained	Institution	Major Field of Study

Section 2 b): Professional Trainings/Affiliations: (Attached certified copies of certificates)

Year	Qualification Obtained	Institution	Major Field of Study

Note: Applicants to complete details and attach full Curriculum Vitae and certified copies only of Educational Certificates

Section 3: Selection Criteria

Note: Please address each criteria in a separate sheet and attach to this form.

1. Skills and Abilities (refer to position description for full details and descriptors of merit)
1. Problem Solving (Refer PD) 2. Achieve Outcomes (Refer PD) 3. Organizational awareness (Refer PD) 4. Communication and Public Relations (Please refer PD) 5. Computer literacy / System literacy (Please refer PD)
2. Personal Attributes (Refer to Position Description for full details and descriptors of merit)
1. Integrity and Independence (Refer PD) 2. Intellect and Judgment 3. Commitment and Personal Drive (Refer PD) 4. Flexibility (Refer PD) 5. Building networks and teamwork (Refer PD) 6. Initiative (Please refer PD)
3. Experience and Past Work Performance (refer to PD for full details and descriptors of merit)
1. Minimum of 3 years of work experience in telephone installation, plumbing or other related area. 2. Good understanding of telephones/plumbing/electrical and carpentry work. 3. Sound knowledge and experience of carpentry or other related trades. 4. Sound knowledge of the Central Bank assets management function.
4. Academic Qualification and Training (Refer to PD for full details and desc)
1. <i>A Certificate II in a related trade from a recognized institution or is currently undertaking Certificate IV in Apprenticeship.</i> 2. <i>A Diploma in Radio & Electronics or any other related trades.</i> 3. <i>In the event applicants do not hold a Diploma, a Certificate in the above fields is acceptable with a minimum of 4 years work experience in areas identified in (3).</i>

Section 4): Computer Literacy

Indicate level of competency on the table below:

1- no knowledge; 2- basic knowledge; 3- good working knowledge; 4- high/advance capacities

Main Applications		Other Systems	
Microsoft Word		Microsoft Access	
Microsoft Excel		Other (specify)	
Power Point		Other (specify)	
Access to Email		Other (specify)	

Section 4a): Discipline Records Check (Attached copy of recent Police report)

Do you have any Police convictions or cases pending against you?

Yes No

☐	☐
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Section 4b): Health Check

Do you have or have you had any illness or condition requiring medical attention?

Yes No

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Note: Applicants to complete details and attach full Curriculum Vitae and certified copies only of Educational Certificates

Section 5: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed in the Central Bank of Samoa? (Please TICK the appropriate box)

If YES, please provide name(s) of your relation(s) and state nature of your relationship.

Yes No

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Section 5: Work Experience History: (Show last employer first)

Years	Positions Held	Employer(s) (Name/ Address)	Duties

Section 6: Declaration of Referees

Name & Address of three (3) referees	Referee No. 1	Referee No. 2	Referee No. 3
Name			
Designation/Organization			
Phone Contact No:			
Email Address			
In what way known to applicant			

Section 7: CV attached: Yes/No

Section 8: Authorization

I, _____ (Applicant's name), authorize the Selection Panel for the above position to undertake all necessary background and verifications checks in relation to my application for the position of _____ at the CENTRAL BANK OF SAMOA.

Signature of Applicant: _____ Date: ____/____/____

This form should be returned to: The Governor
Central Bank of Samoa
L6, Central Bank Building
Apia City, Samoa

Note: Late Applications

Applications submitted after the closing date **must be accompanied by a valid explanation** and will be subject to the Governor's decision for inclusion in the process.