



## 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: Security Officer POSITION CODE: 0117**

#### 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.**

<b>1. Skills and Abilities (refer to position description for full details and descriptors of merit)</b>
1. Problem Solving (Please refer PD) 2. Achieve Outcomes (Please refer PD) 3. Organizational awareness (Please refer PD) 4. Computer literacy / System Literacy (Please refer PD)
<b>2. Personal Attributes (Refer to Position Description for full details and descriptors of merit)</b>
1. Integrity and Independence (Please refer PD) 2. Intellect and Judgment (Please refer PD) 3. Commitment and Personal Drive (Please refer PD) 4. Flexibility (Please refer PD) 5. Building networks and teamwork (Please refer PD) 6. Initiative (Please refer PD)
<b>3. Experience and Past Work Performance (refer to PD for full details and descriptors of merit)</b>
1. Minimum of 3 years work experience as a Security Officer with knowledge and skills in the use of fire equipment. 2. Knowledge of First Aid and Fire Safety. 3. Must be physically fit. 4. Knowledge in emergency planning.
<b>4. Academic Qualification and Training (Refer to PD for full details and desc)</b>
1. Completed Secondary School Level.

### 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**

<input type="checkbox"/>	<input type="checkbox"/>
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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.