



Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

Ministry Statistics	Section ECONOMICS DIV	Location LEVEL 1, GOVT BLDG	
Position Code BS1095	Title Statistical Officer - Prices	Salary Grade A8/A9	Salary Rate \$16,839/\$21,341

Section 2: Personal Details

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

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

Employer's Name	Date	Duration (in days)
Position Title	Number of Staff reporting to you	
Main Responsibilities		

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.

Selection Criteria

- | |
|---|
| 1. Diploma in Economics, Statistics or related field with a minimum of 3 years relevant experience OR 5 years relevant experience with specialised training in statistics (Essential) |
| 2. Ability to lead and contribute as an effective team member (Essential) |
| 3. Extremely motivated and able to work unsupervised (Essential) |
| 4. Detail oriented and highly organised (Essential) |
| 5. Commitment to maintaining high level of integrity and professionalism (Essential) |

6. Good statistical, analytical and research skills (Essential)
7. Good understanding of the use of statistics for policy and research purposes (Essential)
8. Excellent written and oral communication - Samoan and English (Essential)
9. Competent in Microsoft Excel, Word, Access and Powerpoint (Essential)
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

Main Systems	Other Systems
Word processing (Word)	Other Systems
Spreadsheets (Excel)	Database Management (Access)
Presentation 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	Indicate your mother tongue by ticking a box below	Speak	Read	Write
CODE	Samoan			
1. Limited conversation, reading of newspapers, routine correspondence	English			
2. Engage freely in discussions, read write more difficult material	Other (specify)			
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

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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