



**OFFICE OF THE CLERK OF THE LEGISLATIVE ASSEMBLY**

**RECRUITMENT AND SELECTION**

**JOB APPLICATION FORM**

<b>POSITION APPLYING FOR</b>	Principal Finance and Administration Services Officer
<b>DATE AVAILABLE FOR WORK (if appointed)</b>	

1.	PERSONAL PARTICULARS		
<b>TITLE</b>  (Please tick where appropriate)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> Please specify <input type="text"/>		
<b>NAME</b>			
<b>DATE OF BIRTH</b>	...../...../.....		
<b>POSTAL ADDRESS</b>		<b>E-MAIL ADDRESS</b>	
<b>TELEPHONE NUMBER (WORK)</b>		<b>MOBILE NUMBER</b>	
<b>TELEPHONE NUMBER (HOME)</b>		<b>FAX NUMBER</b>	
<b>HOBBIES</b>			
<b>COMMUNITY INVOLVEMENT</b>			

<b>2.</b>	<b>ACADEMIC BACKGROUND (Start with the most recent)</b>		
	<b>YEARS</b>	<b>INSTITUTION/COUNTRY</b>	<b>QUALIFICATION ACQUIRED</b>
<b>3.</b>	<b>TRAINING/WORKSHOPS/CONFERENCES ATTENDED (Start with the most recent and only those that are relevant to the position)</b>		
	<b>DATES</b>	<b>INSTITUTION/COUNTRY</b>	<b>PROGRAMME TITLE</b>
<b>4.</b>	<b>EMPLOYMENT HISTORY (Start with the most recent)</b>		
	<b>DATES</b>	<b>EMPLOYER</b>	<b>POSITION HELD (summarise key responsibilities)</b>

<b>5.</b>	<b>PROFESSIONAL AFFILIATIONS/SPECIAL AWARDS</b>																		
DATES	ORGANISATION	MEMBER/AWARD STATUS																	
<b>6.</b>	<b>LANGUAGES (Identify your first language and appropriate competency levels)</b>																		
<p>First language      Samoan <input type="checkbox"/>      English <input type="checkbox"/>      Other <input type="checkbox"/>      Please specify <input type="text"/></p> <p>Language indicators</p> <p>Level I      - Basic knowledge      Level III      - Good working knowledge</p> <p>Level II      - Limited knowledge      Level IV      - Fluent</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Language</td> <td>Speak</td> <td>Read</td> <td>Write</td> </tr> <tr> <td>Samoan</td> <td></td> <td></td> <td></td> </tr> <tr> <td>English</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other(s)</td> <td></td> <td></td> <td></td> </tr> </table>				Language	Speak	Read	Write	Samoan				English				Other(s)			
Language	Speak	Read	Write																
Samoan																			
English																			
Other(s)																			
<b>7.</b>	<b>PROFESSIONAL REFEREES (List at least 3 who are not relatives and have knowledge of your work ethics and performance)</b>																		
NAME	POSITION	ORGANISATION AND CONTACT DETAILS																	

<b>8.</b>	<b>SELECTION CRITERIA (State how you meet each criterion)</b>	
	<b>SELECTION CRITERIA</b>	<b>BASIS OF CLAIM</b>
1.	Minimum qualification of a Bachelor's degree in Accounting, Finance or similar discipline. (Essential)	
2.	At least 5 years work experience in a senior managerial level. (Essential)	
3.	<p>1. Demonstrated ability in leadership and management (Essential).</p> <p>2. Must be highly proficient in the use of relevant accounting computer software and various Microsoft suites (Essential).</p> <p>3. Must have highly developed written and oral skills in both English and Samoan and have sound persuasive skills to convince and communicate with various stakeholders (Essential).</p>	
4.	Be above reproach in work ethics and must command the respect of subordinates (Essential)	
5.	Must be healthy and have a flexible attitude to working long hours (Essential)	
<b>9.</b>	<b>GENERAL INFORMATION (All fields are required to be filled in)</b>	
Computer Literacy (list programmes and level of competency)		
Declaration of close relations to any employee of the Office of the Clerk of the Legislative Assembly and state nature of relationship		
Disciplinary record (list previous employment disciplinary cases or criminal convictions, if any)		
Medical history		

<b>10.</b>	<b>ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION (at the discretion of applicant)</b>
<b>11.</b>	<b>CERTIFICATION AND AUTHORISATION</b>
<p>I certify that to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not recruiting me or for termination of my services after I commence employment. I understand that any information I voluntarily provide on or attached to this application may be checked.</p>	
<hr style="width: 200px; margin: 0 auto;"/> <p>Signature</p>	<hr style="width: 200px; margin: 0 auto;"/> <p>Date</p>

The following documents must accompany this Application Form:

- Curriculum Vitae
- Detailed statement against the Selection Criteria
- References from 3 respectable members
- Confirmations of current and former employment
- Certified copies of academic qualifications
- Current Police Report

Applicants may also wish to attach any other information/document they wish to provide in support of their application.

<b>EQUAL OPPORTUNITY STATEMENT</b>
The Office of the Clerk of the Legislative Assembly is an equal opportunity employer.