



JOB APPLICATION FORM

Form 1

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

SECTION 1: Position Details

<i>Ministry:</i> MESC	<i>Division:</i> School Operations Division	<i>Location:</i> MALIFA
<i>Position Code:</i>	<i>Position Title</i> Primary teacher	<i>Supervisor Position Code:</i>
	<i>Salary Grade:</i>	<i>Salary Level:</i>

SECTION 2: Personal Details

<i>First Name:</i>	<i>Family Name:</i>	<i>Other Names:</i>
<i>Gender:</i>	<i>Date of Birth:</i>	<i>NPF No:</i>
<i>Marital Status:</i>	<i>Physical Address (1):place of residence</i>	<i>Physical Address (2):other villages</i>
<i>Post Code:</i>	<i>Phone No (1):</i>	<i>Phone No (2):</i>
<i>e-Mail:</i>	<i>Facsimile:</i>	

SECTION 3: Education Details

<i>Most Recent Qualification</i>	<i>Major Area of Study</i>	<i>Minor Area of Study</i>	<i>Institution Attended</i>	<i>Issued Date</i>	<i>Year Graduated</i>

SECTION 4: Training History

<i>Courses relevant to Selection Criteria ONLY</i>	<i>Institution/Country</i>	<i>Dates</i>

SECTION 5: PERSONAL STATEMENT

- Please it is a must to write your personal statement on the topic “Why teaching” using the following space provided.
- Please write your statement on a separate sheet of paper and attach to this form.
- ALL statements must be typed in English only and should be between 80 to 100 word.
- It is a **must** that the work you submit is your work.

SECTION 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the ACEO responsible, set out below are the criteria (Merit Factors) 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)

Note: If you feel the need to supply additional arguments to support your fulfillment of the selection criteria listed below then please attach that information to this Application Form.

No	MERIT FACTORS:
1.	SKILLS AND ABILITIES (ESSENTIAL) <ul style="list-style-type: none"> ▪ Problem Solving Skills ▪ Communication and Presentation Skills ▪ Building Relationships ▪ Achieves and delivers results
2.	PERSONAL ATTRIBUTES (ESSENTIAL) <ul style="list-style-type: none"> ▪ Integrity and Honesty ▪ Commitment & Personal Drive ▪ PSC Values ▪ Creative and Innovative
3.	EXPERIENCE AND PAST WORK PERFORMANCE (ESSENTIAL) <ul style="list-style-type: none"> ▪ Relevant work experience with young people
4.	QUALIFICATIONS (ESSENTIAL) <ul style="list-style-type: none"> ▪ <i>A minimum of a Diploma in Education.</i> ▪ <i>Bachelor of Education in Primary or Equivalent</i>

SECTION 7: Computer Skills & Competency

Indicate competency level for each Application

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

<i>Main Applications:</i>	<i>Competency level:</i>	<i>Other Systems:</i>	<i>Competency level:</i>
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	Indicate your mother tongue by ticking a box below	Speak	Read	Write
<i>CODE:</i>	<i>Samoan:</i>			
1. Limited conversation, reading of newspapers, routine correspondence				
2. Engage freely in discussions, read and write more difficult materials	<i>English:</i>			
3. Speak, read and write (nearly) as well as mother tongue.	<i>Other (specify)</i>			

SECTION 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceeding against you? (Please TICK appropriate box)	NO <input checked="" type="checkbox"/>	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.

<i>Referee Name:</i>	<i>Designation:</i>	<i>Address / Contact Numbers:</i>

SECTION 11: Declaration of Close Relatives

Do you have a close relation (family ties) to an individual(s) currently employed in the School 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 Authorizations

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 authorize the Ministry/Office to undertake any necessary checks to confirm the information provided by me.

Signature:

Date: