



Job Application Form

Form must be completed by the Applicant

Section 1: Position Details

Division: Administration and HR	Location: Main Office, level 5 ACC House
Title: Manager Administration and HR	Salary: Not Less than \$85,731 per annual

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

Section 4: Training History

Courses Relevant to Selection Criteria	Date	Duration

Section 5: Employment History

Current / Most recent Position

Employer's Name:	Started in:	Duration:
Position Title:	Number of employees reporting to you:	
Main Responsibilities:		

Section 6: Selection Criteria/Merit Factors

Based on an analysis of the duties of this position, 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 Applicants 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.

Qualifications, Experience, & Essential Competencies:

1. A Minimum Qualification of a Bachelor's Degree in Management, Economics, Business Administration or other relevant qualification from a recognized higher educational institution; (Essential)
2. At least 7 years of responsible professional and managerial experience in administration and human resources discipline; (Essential)
3. Demonstrated leadership skills in providing strategic policy, resource management, technical advice and assistance to Managers in the formulation, review, update and implementation; monitoring and evaluation of staff performance including commitments into achieving relevant measures incorporated into Corporation staff manuals, reports and plans; (Essential)
4. Demonstrated excellent project management experience including the development of funding proposals, government procurement procedures; design and delivery of integrated work program activities; (Essential)
5. Demonstrated extensive leadership and management experience including high level advisory in liaising with relevant stakeholders and development teams of diverse expertise and environments employed by or assisted by the Corporation; (Essential)
6. Demonstrated skills and confidence in the use of electronic software and programs for research, reports, presentations and awareness programs; (Essential)
7. Showed excellent command of Samoan and English languages as well as team work abilities; (Essential)

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	
MS. Word		MS. Outlook	
MS. Excel		MS. Publisher	
MS. PowerPoint		Other (Specify)	

Section 8: 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
--------------------------------------------------------------------------------------------------------------------------------------------	----	-----

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 Panel.

Section 9: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

Section 10: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed in the ACC (Please TICK the appropriate box)	No	Yes
--------------------------------------------------------------------------------------------------------------------------------	----	-----

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

--

Section 11: Community Status

Outside the work environment, do you hold any position (including matai titles) associated with community services, and if so, please list:

--

Section 12: Certification and Authorization

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 Accident Compensation Corporation to undertake any necessary checks to confirm the information provided by me.

Signature:	Date:
-------------------	--------------