



## Application Form

### Police Recruit Application Form

Applicant No. (Office use only)

Intake (office use only)

**Instructions:**

- Applicant **must be at least 21 years of age at time of application;**
- This form is to be **completed and** signed by the applicant;
- Please read all questions and instructions carefully;
- Complete all sections of the form accurately and honestly;
- Attach all supporting documents – copies of originals are to be certified; and
- Refer to checklist on the back page before submitting your application.

Attach photograph (passport size) here

**1. Personal Details**

Mr     Mrs     Ms

Surname (Family Name)

Given Names (In full)

Other Name(s)

**2. Contact Details**

Village/Place of Residence

Postal Address

Contact Number

Email

**3. Birth Details**

Date of Birth

Age

Birth Certificate & Passport Photo Attached

Yes

No

Place of Birth

Country

Are you a Samoan Citizen?

Yes

No

**4. Motor Driver's License**

Do you hold a valid and current Driver's License?

Yes

No

Copy of Driver's License attached

Yes

No

**5. Education**

Qualification and Major Area of Study	Institution/School	Year Started	Year Finished

Certified copy of each qualification And transcripts attached

Yes

No

**6. COVID 19 Vaccination**

Have you've been fully vaccinated With Covid 19?

Yes

No

Copy of Vaccination Card attached

Yes

No



**7. Training**

Training/Courses Relevant to Selection Criteria ONLY

Training/Course	Year(s)	Duration

Certified copy of training/courses attached  Yes  No

**8. Employment**

**8.1. Current/Most Recent Employment**

Employer and Address

Employed From

To

Job/Position Title

Number of Staff Supervised

Main responsibilities & key achievements

Manager/Supervisor and Contact

Name:  
Email:  
Phone Number:

**8.2. Previous Employment**

Employer and Address

Employed From

To

Job/Position Title

Number of Staff Supervised

Main responsibilities & key achievements

Manager/Supervisor and Contact

Name:  
Email:  
Phone Number:

**8.3 Next Previous Employment**

Employer and Address

Employed From

To

Job/Position Title

Number of Staff Supervised

Main responsibilities & key achievements

Manager/Supervisor and Contact

Name:  
Email:  
Phone Number:

**8.4 Next Previous Employment**

Employer and Address

Employed From

To



Job/Position Title

Number of Staff Supervised

Main responsibilities & key achievements

Manager/Supervisor and Contact

Name:  
Email:  
Phone Number:

**9. Language Proficiency**

Indicate your Language proficiency

	English	Samoaan
1. Fair		
2. Fluent		
3. Speak		
4. Read		
5. Write		

**10. Computer Literacy**

(Competency Level): 1 = no knowledge; 2 = basic knowledge; 3 = good working knowledge; 4 = advanced capability

Word	
Excel	
PowerPoint	
E-mail	
Other (specify)	

**11. Discipline Records**

Do you have a discipline record, any criminal or serious traffic convictions or any current legal proceedings against you?

Yes  No

IF YES, please provide full details including offence type, sentence/penalty:

**12. Declaration of Close Relations**

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Samoa Police Service?

Yes  No

If yes, please provide name(s) of your relations and state nature of relationship

**13. Community Status**

Outside the work environment, do you hold any positions (including *matai* titles) associated with community services, and if so, please specify below?

**14. References**

Please provide at least two written references from previous employers or community members other than family or relatives who have known you for no less than 12 months.

**Referee 1**

Name:  
Relationship:  
Length of Acquaintance:  
Contact details: Telephone:  
Email:

Written Reference Provided Yes  No

**Referee 2**

Name:  
Relationship:  
Length of Acquaintance:  
Contact details: Telephone:  
Email:

Written Reference Provided Yes  No

**Referee 3**

Name:  
Relationship:  
Length of Acquaintance:  
Contact details: Telephone:  
Email:

Written References provided Yes  No



**15. Response to Selection Criteria (Recruits Competencies)**

Set out below are the selection criteria that will be used in assessing your suitability for the role. It is your responsibility to :

1. Indicate aspects of work or life experience which demonstrate your ability to satisfy each criterion
2. Complete this section in a true and accurate way (failure to do so will disqualify your application; and
3. 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

**i) Must hold a minimum tertiary qualification**

Blank response area for tertiary qualification.

**ii) Interpersonal Skills** (react sensitively, be emphatic, compassionate and sincere and communicate tactfully)

Blank response area for interpersonal skills.

**iii) Personal Impact** (create a good first impression, command attention and respect, display maturity and show an air of confidence)

Blank response area for personal impact.

**iv) Observational Skills** (effectively notice, using any of the 5 senses)

Blank response area for observational skills.



**v) Ethics and Integrity** (adhere to the values of honesty and trust, resist temptation of an unethical or unlawful nature)

**vi) Attention to details** (through and conscientiously careful in the performance of tasks)

**vii) Adherence to authority** (be disciplined and comply with Police Regulations, policies, orders and lawful instructions from any senior member of the Police Service)

**viii) Communication skills** (clearly express oneself in individual, group or court situations and clearly express facts, findings and ideas in writing and in good grammatical form)



**ix) Applies reason** (practical intelligence – analyze key elements of a situation or problem, identify and evaluate possible courses of action, reach logical conclusion and take appropriate action.)

**x) Interviewing Skills** (gather information through questioning)

**xi) Perseverance** (stay with a position or plan action until the desired objective is achieved or no longer reasonably attainable)



**16. Personal Statement**

In your own handwriting, please write a 100-word summary about yourself and why you would like to join the Samoa Police Service

**17. Declaration**

- I hereby apply to join the Samoa Police Service and declare that the information I have provided in this application is correct and complete.
- I acknowledge that I will be required to undergo a screening process involving the SPS making integrity and background checks and inquiries about myself from current and previous employers, police, courts, educational institutions, community members and other similar agencies.
- I hereby consent and authorize the SPS to make all such inquiries and checks including the release and disclosure of all information about myself by any person or body to the SPS, for the purpose of confirming the information provided in this application and in determining my merit for appointment as a Police Recruit.

Signed

Full Name (Print)

Date



**Application Checklist:**

Prior to submitting your application, please check that you have completed all of the following and that all supporting documents are attached (Note: N/A means 'Not Available')

Office Use only		Yes	No	N/A
	1. Have you provided all of your personal details in Part 1?			
	2. Have you provided your contact details in Part 2?			
	3. Have you attached a certified copy of your Birth Certificate & Passport Photo as in Part 3?			
	4. Have you attached a certified copy of your Driver's License as in Part 4?			
	5. Have you attached certified copies of all educational qualifications and transcripts as in Part 5?			
	6. Have you attached a certified copy of you COVID 19 Vaccination Card as in Part 6?			
	7. Have you attached certified copies of all relevant training attended as in Part 7?			
	8. Have you listed all details of your current and previous employment as in Part 8?			
	9. Have you completed the Language Proficiency in Part 9?			
	10. Have you completed the Computer Literacy in Part 10?			
	11. Have you provided details relating to any discipline records that you have as in Part 11?			
	12. Have you disclosed details of any close relation that you have with an individual(s) currently employed in the Samoa Police Service as in Part 12?			
	13. Have you provided details on any community status that you hold as in Part 13?			
	14. Have you provided details of a minimum of three referees to be contacted in confidence for further information regarding your application as in Part 14?			
	15. Have you addressed the Recruits Selection Criteria required in Part 15?			
	16. Have you completed the Personal Statement required in Part 16?			
	17. Have you signed the declaration in Part 17?			