



Application Form Administration and Accounts Officer

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 must 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 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

Mailing Address

Contact Number

Email

3. Birth Details

Date of Birth

Age

Birth Certificate & Passport
Photograph Attached

☐ Yes

☐ No

Place of Birth

Country

Are you a Samoan Citizen?

☐ Yes

☐ No

4. Motor Driver's Licence

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

Yes ☐

No ☐

Copy of Driver's Licence attached

Yes ☐

No ☐

5. Education

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

Certified copy of each qualification
and transcripts attached

☐ Yes

☐ No



6. Training

Training/Courses Relevant to Selection Criteria ONLY

Training/Course	Year(s)	Duration

Certified copy of training/courses attached ☐ Yes ☐ No

7. Employment

7.1. Current/Most Recent Employment

Employer and Address

Employed From

To

Job/Position Title/Rank

Number of Staff Supervised

Main responsibilities & key achievements

Manager/Supervisor and Contact

Name:

Email:

Phone Number:

7.2. Previous Employment

Employer and Address

Employed From

To

Job/Position Title/Rank

Number of Staff Supervised

Main responsibilities & key achievements

Manager/Supervisor and Contact

Name:

Email:

Phone Number:

7.3. Next Previous Employment

Employer and Address

Employed From

To

Job/Position Title/Rank

Number of Staff Supervised

Main responsibilities & key achievements

Manager/Supervisor and Contact

Name:

Email:

Phone Number:

7.4. 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:

8. Language Proficiency

Indicate your Language proficiency

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

9. Computer Literacy

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

Word	
Excel	
PowerPoint	
E-mail	
Other (specify)	

10. 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:

11. 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

12. Community Status

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

13. References

Please provide at least two written references from previous employers or supervisors 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 ☐



14. Response to Selection Criteria (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

1. Skills and Abilities (Refer to JD for full details)

2. Personal Attributes (Refer to JD for full details)

3. Experience and Past Work Performance (Refer to JD for full details)

4. Qualification (Refer to JD for full details)



15. Personal Statement

In your own handwriting, please write a 100-word summary on why you think you should be considered for the position as advertised.

16. Declaration

- I hereby 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 to the above mentioned position.

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 6?			
	6. Have you attached certified copies of all relevant training attended as in Part 7?			
	7. Have you listed all details of your current and previous employment as in Part 7?			
	8. Have you completed the Language Proficiency in Part 8?			
	9. Have you completed the Computer Literacy in Part 9?			
	10. Have you provided details relating to any discipline records that you have as in Part 10?			
	11. 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 11?			
	12. Have you provided details on any community status that you hold as in Part 12?			
	13. Have you provided details of a minimum of three referees to be contacted in confidence for further information regarding your application as in Part 13?			
	14. Have you addressed the Selection Criteria required in Part 14?			
	15. Have you completed the Personal Statement required in Part 15?			
	16. Have you signed the Declaration in Part 16?			