



JOB APPLICATION FORM

SECTION 1: Position Details

Position Title:	Principal Executive Assistant Officer
Department:	Executive Support Services
SOE:	Samoa Airport Authority
Salary:	GR L/1 \$65,651 p.a
Due Date:	19 th June, 2026

SECTION 2: Personal Details

First Name:	Family Name:	Other Names:
Gender:	Date of Birth:	NPF No:
Marital Status:	Physical Address (1):	Physical Address (2):
Post Code:	Phone No (1):	Phone No (2):
e-Mail:	Facsimile:	

SECTION 3: Education Details

<i>Qualifications</i>	<i>Major 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: Employment History

Current / Most Recent Position

<i>Employer's Name:</i>	<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff:</i>
<i>Main Responsibilities:</i>		

Next Previous Position

<i>Employer's Name:</i>	<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff:</i>
<i>Main Responsibilities:</i>		

**Please attach CV for further employment history*

SECTION 6: Selection Criteria

***Refer to Job Description and Selection Criteria Attachment**



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)	

SECTION 8: 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 9: Declaration of Close Relatives

Do you have a close relation (family ties) to an individual(s) currently employed with Samoa Airport Authority? (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 10: Declaration of Disciplinary Records

(Please TICK appropriate box)	YES	NO
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Declaration of disciplinary record; any criminal convictions; or any current legal proceeding against you.	YES	NO
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If **YES**, you will be required to provide details in a confidential sealed envelope and address it to The General Manager – Samoa Airport Authority. This information will be kept confidential and only be seen by the Assessment Committee.

SECTION 10: Community Status

Outside the work environment, do you hold any positions (including Matai Titles) associated with community services including voluntary work, and if so, please list:

SECTION 11: Certification and Authorisation

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 authorise the Office to undertake necessary checks to confirm the information provided by me.

Signature:	Date:
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