



OFFICE OF THE CLERK OF THE LEGISLATIVE ASSEMBLY
RECRUITMENT AND SELECTION
JOB APPLICATION FORM

POSITION APPLYING FOR	RESEARCH OFFICER
DATE AVAILABLE FOR WORK (if appointed)	

1.	PERSONAL PARTICULARS					
TITLE (Please tick where appropriate)	Mr	Mrs	Miss	Ms	Other	Please specify
NAME						
DATE OF BIRTH/...../.....					
POSTAL ADDRESS				E-MAIL ADDRESS		
TELEPHONE NUMBER (WORK)				MOBILE NUMBER		
TELEPHONE NUMBER (HOME)				FAX NUMBER		
HOBBIES						
COMMUNITY INVOLVEMENT						

2.	ACADEMIC BACKGROUND (Start with the most recent)		
YEARS	INSTITUTION/COUNTRY	QUALIFICATION ACQUIRED	

3.	TRAINING/WORKSHOPS/CONFERENCES ATTENDED (Start with the most recent and only those that are relevant to the position)		
DATES	INSTITUTION/COUNTRY	PROGRAMME TITLE	

4.	EMPLOYMENT HISTORY (Start with the most recent)																		
	DATES	EMPLOYER	POSITION HELD (summarise key responsibilities)																
5.	PROFESSIONAL AFFILIATIONS/SPECIAL AWARDS																		
	DATES	ORGANISATION	MEMBER/AWARD STATUS																
6.	LANGUAGES (Identify your first language and appropriate competency levels)																		
<p>First language Samoan English Other Please specify</p> <p>Language indicators Level I - Basic knowledge Level III - Good working knowledge Level II - Limited knowledge Level IV - Fluent</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Language</th> <th>Speak</th> <th>Read</th> <th>Write</th> </tr> </thead> <tbody> <tr> <td>Samoan</td> <td></td> <td></td> <td></td> </tr> <tr> <td>English</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other(s)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Language	Speak	Read	Write	Samoan				English				Other(s)			
Language	Speak	Read	Write																
Samoan																			
English																			
Other(s)																			
7.	PROFESSIONAL REFEREES (List at least 3 who are not relatives and have knowledge of your work ethics and performance)																		
	NAME	POSITION	ORGANISATION AND CONTACT DETAILS																
8.	SELECTION CRITERIA (State how you meet each criterion)																		
	SELECTION CRITERIA	BASIS OF CLAIM																	
1.	Minimum of a degree in Law, Political Science, Sociology or relevant field (Essential).																		
2.	Well-developed organizational and administrative skills and demonstrated performance in the delivery of outcomes while working to deadlines under pressure (Essential).																		
3.	Ability to work effectively as a member of the team (Essential).																		
4.	Must have highly developed written and oral skills in both English and Samoan with high levels of interpersonal skills including judgment and tact and the ability to converse																		

	with various key stakeholders (Essential).	
5.	Must possess strong research and analytical skills (Essential)	
6.	Must be proficient in the use of computers especially in various Microsoft suites (Essential)	
7.	Must have a flexible attitude to working hours; possess pleasant manners, approachable with attention to detail skills (Essential).	
9.	GENERAL INFORMATION (All fields are required to be filled in)	
	Computer Literacy (list programmes and level of competency)	
	Declaration of close relations to any employee of the Office of the Clerk of the Legislative Assembly and state nature of relationship	
	Disciplinary record (list previous employment disciplinary cases or criminal convictions, if any)	
	Medical history	
10.	ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION (at the discretion of applicant)	
11.	CERTIFICATION AND AUTHORISATION	
<p>I certify that to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not recruiting me or for termination of my services after I commence employment. I understand that any information I voluntarily provide on or attached to this application may be checked.</p>		
<hr style="width: 100%;"/> Signature Date		

The following documents must accompany this Application Form:

- Curriculum Vitae
- Detailed statement against the Selection Criteria
- References from 3 respectable members
- Confirmations of current and former employment

- Certified copies of academic qualifications
- Current Police Report

Applicants may also wish to attach any other information/document they wish to provide in support of their application.

EQUAL OPPORTUNITY STATEMENT

The Office of the Clerk of the Legislative Assembly is an equal opportunity employer.
