



## Job Application Form

Form must be completed by all Applicants

### Section1: Position Details

Title: SENIOR INVESTMENT ANALYST
Salary: \$38,397.00 per annum

### Section 2: Personal Details

Full Name:	Gender:
Residential Address:	Contact Telephone No:
Contact Address:	Date of Birth:

### Section3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

### Section 4: Training History (Courses Relevant to Selection Criteria ONLY)

Course Title	Brief Description of Course	Date	Duration (in days)

## Section 5: Employment History

### Current / Most recent Position

Employer's Name:	Date started:	Duration (in years):
Position Title:	Number of Staff report to you:	
Main Responsibilities:		

### Next Previous Position

Employer's Name:	Date started:	Duration (in years):
Position Title:	Number of Staff report to you:	
Main Responsibilities:		

### Next Previous Position

Employer's Name:	Date started:	Duration (in years):
Position Title:	Number of Staff report to you:	
Main Responsibilities:		

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## Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Board and Management of the Company, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position.

**It is the Applicant's responsibility to:**

- 1. indicate aspects of their work experience which will indicate their ability to satisfy each criterion;**
- 2. complete this form 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 fulfillment of the selection criteria listed below then please attach that information to this application form.

1. A relevant degree, preferably a degree in Finance, Accounting, Economics and/or Investment. (Essential)
2. At least three (3) years of relevant work experience in the finance and/or investment industry in Samoa or overseas. (Essential)
3. Strong investment analytical skills. (Essential)
4. Proven experience in financial statements analysis, interpretation and reporting. (Essential)

5. Advance knowledge of databases, spreadsheets and word processing. (Essential)

6. Proven experience in investment and/or project/loan assessment. (Preferred)

7. Proven experience in the investment risk analysis. (Preferred)

8. General Understanding of foreign exchange rates & offshore investments. (Preferred)

### Section 7. Knowledge of Language

Indicate your mother tongue by ticking a box below:		Speak	Read	Write
1. Samoan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Others (please specify): 1. 2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section 8. Referees

(An Applicant is required to provide the name and contact details of 3 referees)

First and Last Name	Current Employer / Position	Telephone Number	Email Address

### Section 9. Authorization

- I hereby certify that the information given in my Application Form is true and correct.
- I acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked/ voided.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Section 10. Police Report (Essential)

ALL Applicants **MUST** to provide a Police Report from the Samoa Ministry of Policy, together with this Application Form. Applications without a Police Report are rejected and will be returned immediately to the Applicant.