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**Job Application Form**

Form must be completed by all Applicants

**Section1: Position Details**

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| Title: INFORMATION TECHNOLOGY MANAGER | | | | | | | | | | | | | | | |
| Salary: $94,624.00 – 106,452.00 per annum | | | | | | | | | | | | | | | |
| **Section 2: Personal Details** | | | | | | | | | | | | | | | |
| Full Name: | | | | | Gender: | | | | | | | | | | |
| Residential Address: | | | | | Contact Telephone No: | | | | | | | | | | |
| Contact Address: | | | | | Date of Birth: | | | | | | | | | | |
| **Section 3: Education Details** | | | | | | | | | | | | | | | |
| Most recent qualification | | Major Area of Study | | Institution Attended | | | | | | Date Started | | | | Date Finished | |
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| **Section 4: Training History (Courses Relevant to Selection Criteria ONLY)** | | | | | | | | | | | | | | | |
| Course Title | Brief Description of Course | | | | | | Date | | | | | | Duration (in years/months/weeks/ days) | | |
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| **Section 5: Employment History**  Current / Most recent Position | | | | | | | | | | | | | | | |
| Employer’s Name: | | | | | | Date started: | | | | | Duration (in years): | | | | |
| Position Title: | | | | | | Number of Staff reporting to you: | | | | | | | | | |
| Main Responsibilities: | | | | | | | | | | | | | | | |
| Next Previous Position | | | | | | | | | | | | | | | |
| Employer’s Name: | | | | | | Date started: | | | | | Duration (in years): | | | | |
| Position Title: | | | | | | Number of Staff reporting to you: | | | | | | | | | |
| Main Responsibilities: | | | | | | | | | | | | | | | |
| Next Previous Position | | | | | | | | | | | | | | | |
| Employer’s Name: | | | | | | Date started: | | | | | Duration (in years): | | | | |
| Position Title: | | | | | | Number of Staff reporting to you: | | | | | | | | | |
| Main Responsibilities: | | | | | | | | | | | | | | | |
| **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 Bachelor’s Degree in Computer Science or a related field. (Essential) | | | | | | | | | | | | | | | |
| 1. At least seven(7) years of relevant work experience. (Essential) | | | | | | | | | | | | | | | |
| 1. Proven Strategic Leadership Experience. (Preferred) | | | | | | | | | | | | | | | |
| 1. Proven experience in systems programming and development. (Preferred) | | | | | | | | | | | | | | | |
| 1. Proven experience in data analysis, reporting, and problem solving. (Preferred) | | | | | | | | | | | | | | | |
| 1. Able to develop, design and update website. (Preferred) | | | | | | | | | | | | | | | |
| 1. CISCO Certified. (Preferred) | | | | | | | | | | | | | | | |
| **Section 7. Knowledge of Language** | | | | | | | | | | | | | | | |
| Indicate your mother tongue by ticking a box below: | | | | | | | | | Speak | | | Read | | | Write |
| 1. Samoan | | | | | | |  | |  | | |  | | |  |
| 2. English | | | | | | |  | |  | | |  | | |  |
| 3. Others (please specify): 1.  2. | | | | | | |  | |  | | |  | | |  |
| **Section 8. Referees [Essential]**  Written References from three (3) respected referees, two (2) of which are previous employers with their up-to-date contact details. | | | | | | | | | | | | | | | |
| First and Last Name | | | Current Employer / Position | | | | | Telephone Number | | | | | Email Address | | |
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**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.