

# APPLICATION INFORMATION PACKAGE

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The following documents are included in this Application Information Package:

- 1) Important Information about filling in your Application Form**
- 2) Application Statistics Form**
- 3) The Recruitment and Selection Flowchart**
- 4) Job Application Form 2**
- 5) Current Job Description**

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## Before you apply

Read the Job Description and Selection Criteria carefully. The Job Description describes the tasks and responsibilities of the role. The Selection Criteria lists any qualifications, skills and abilities, experience and past work performance, and personal attributes which need to be satisfied before you are considered for a position.

In addition to satisfying the merit factors for this position (found in the application form and job description), you must also be between the ages of 16 and 55 years as per PSC Act 2004 Section 39.

## Preparing your Application

### 1. Job Application Form – Form 2

For an application to be considered by the Selection Panel all sections of the Application Form 2 must be completed and signed. If any information provided on this form is found to be incorrect, it may jeopardize your chances of being interviewed for the position.

When supplying the names of all three referees please ensure that they are able to comment on your past work performance in relation to the job you are applying for, such as past and current supervisors or work colleagues.

It is imperative that all applicants address the selection criteria using examples to demonstrate how they meet the particular criteria. The selection criteria should be addressed using a separate sheet of paper that should be attached to the application form. As a guide the suggested length of response to each criteria should be between one paragraph and one page (in some instances dot points may be appropriate to assist with clarity)

### 2. Applications need to submit the following documentation together with the Application Form to be considered:

- **Cover Letter:** No more than a page to explain why your application should be considered for the position.
- **Current Curriculum Vitae (CV):** Should include relevant information such as personal details, education history, employment history, trainings and professional affiliations, references, etc
- **3 Referees:** Written references from current employer, previous employer, and a character referee not dating back more than a year.
- **Supporting documents such as certified copies of qualification:** Applicants should ensure that they are providing the most relevant and up to date information pertaining to their qualifications. Ensure copies are attached and NOT the original documents (unless requested by Selection Panel)

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**3. Address your application to:**

Tufuga Tooalo Fagaloa Tufuga Fatu

Executive Director

Samoa Law Reform Commission

FMFM II Building, Level 1

**APIA**

*(Note the position code and name of the vacant position you are applying for)*

**4. Application Statistics Form:**

All applicants must complete the Application Statistics form and submit together with the Job Application Form 2. Once the Commission has received your completed Application Form, the Confirmation of Receipt will be stamped and dated. You will need to keep this slip as confirmation of date and time we received your application form.

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## APPLICANT STATISTICS FORM

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and **will not** be used as part of your application.

<b>POSITION DETAILS: please provide the details of the vacancy you are applying for:</b>		
<b>MINISTRY/OFFICE:</b>		
<b>POSITION TITLE:</b>		
<b>POSITION CODE:</b>		
<b>DEMOGRAPHICS: please tick the appropriate box:</b>		
<b>GENDER:</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male
<b>NATIONALITY:</b>	<input type="checkbox"/> Samoan <input type="checkbox"/> Other (Please specify) _____	
<b>CURRENT EMPLOYMENT STATUS</b> <i>Please tick the appropriate box that describes your current employment status:</i>	<input type="checkbox"/> Internal (Same Ministry) <input type="checkbox"/> Other Government Ministry <input type="checkbox"/> SOE/Public Bodies <input type="checkbox"/> Private Sector <input type="checkbox"/> Non-Government Organization	<input type="checkbox"/> Not Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Studying <input type="checkbox"/> Living Overseas
	<b>FINDING OUT ABOUT THE VACANCY:</b> <i>Please tick the appropriate box to show how you found out about this vacancy:</i>	
<input type="checkbox"/> PSC Website <input type="checkbox"/> Ministry website (Please specify) _____ <input type="checkbox"/> Local Paper (Please specify) _____ <input type="checkbox"/> PSC/Ministry Notice Board (Please specify) _____ <input type="checkbox"/> Word of Mouth/Friends/Family Member _____ <input type="checkbox"/> Others (Please specify) _____		

Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection Process.

## CONFIRMATION OF RECEIPT

Please complete the section below. Our Ministry has received your Application Form. We will stamp with the date and time your application form is received and return back to you as confirmation of receipt. Applications sent by email will be acknowledged by email.

<b>APPLICANTS NAME:</b>	
<b>POSITION TITLE:</b>	
<b>POSITION CODE:</b>	
<b>EMAIL ADDRESS:</b>	
<b>DATE APPLICATION RECEIVED:</b>	