

SSS-PM-024 Job Application Form



1. Position Details

Position Title: Assistant General Manager Crewing & Shipping	Division: Crewing and Shipping Division	Location: Main Office, Savalalo
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2. Personal Details

First Name:	Phone Number:	Email Address:
Last Name:	NPF Number:	Date of Birth:
Other Names:	Gender:	Physical Address 1:
Marital Status:	Marital Status:	Physical Address 2:

3. Educational Details

Recent Qualification	Major Areas of Study	Institution Attended	Year Started	Year Graduated

4. Training History

Courses relevant to Selection Criteria only	Institutions/Country	Dates Years	Year Graduated

5. Work Experience (Current/Most recent positions)

Name of Employer	Date Started	Duration

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Position Title:			
Main Responsibilities			
Next previous position			
Name of Employer		Date Started	Duration
Position Title:			
Main Responsibilities			
Next previous position			
Name of Employer		Date Started	Duration
Position Title:			
Main Responsibilities			

6. Selection Criteria

Based on analysis of the position, set out below are criterias that will be used in assessing of the suitability of each applicant for the position. **Please indicate aspect of your work experience in a true and accurate manner which indicate your ability to satisfy each criterion. (Please address each criteria on a Separate sheet and attach to this form)**

It is the applicant's responsibility to:

1. Indicate aspect of their work experience which indicate their ability to satisfy each criterion
2. Complete this information in a true and accurate way (failure to do so will disqualify the applicant)
3. Supply supporting documentation should they be called for short-listed interviews

SKILLS & ABILITIES (Refer JD for detail description)	
1. Strategic Thinking (Essential)	
2. Building & Sustaining Relationship (Essential)	
3. Delivers/Achieves Results (Essential)	
PERSONAL ATTRIBUTES (Refer JD for detail description)	
4. Integrity (Essential)	

5. Commitment/Personal Drive (Essential)	
6. Intellect & Judgement (Essential)	
7. Creative & Innovation (Essential)	
EXPERIENCE & PAST WORK PERFORMANCE (Refer JD for detail descriptions)	
8. Experience (Essential)	
9. Past Work Performance (Essential)	
QUALIFICATION (Refer JD for detail description)	
10. Educational Qualification (Essential)	

7. Computer Literacy Indicate competency level for each Application using the **Competency Level Code** below:

Competency Level Code 1 = No knowledge, 2 = Basic Knowledge, 3 = Good Working Knowledge, 4 = strong and advance capabilities

Main Applications		Other Systems	
Word Processing (Word)		Database Management (Access)	
Spreadsheet (excel)		Other (specify)	
Presentation (Powerpoint)		Other (specify)	
Email		Other (specify)	

8. Knowledge of Languages

For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills	Indicate level of mother tongue by ticking box below	Speak	Read	Write
CODE 1. Limited conversation, reading newspapers and routine correspondence	Samoan			
2. Engage freely in discussions	English			

	Other			
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9. Discipline Records

Do you have a discipline record, any criminal convictions, or legal proceeding against you? If yes, please provide details on a separate piece of paper in a sealed envelope and attach to this form. This will be kept confidential and only be seen by the assessment committee.		
<i>Please tick the appropriate box</i>	Yes	No

10. Declaration of Referees (Please note that you need to declare names and contacts of your referees)

Referee Name	Designation	Email Address/Phone Number
1		
2		
3		

11. Certification & Authorization

<p><i>I hereby certify that the information provided in the application is true, and I understand that any misleading of false information will be revoked. I also authorize the Company to undertake any necessary checks to confirm the information provided by me</i></p>	
Applicant Signature	Date