

American Samoa Government (ASG) Job Application

1. JOB ANNOUNCEMENT (Fa'asilasilaga o le Avanoa Faigaluega)			
Department (Matagaluega)		Division (Vaega)	Position Title (Galuega)
Serial Number (Numera Seriololo)	Announcement Number (Numera Fa'amaonia)		Salary Grade (Totogi)
2. PERSONAL DETAILS (Faamatalaga)			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name (Faai'u)	First Name (Igoa Muamua)	Middle/Maiden Name (Igoa/Fa'ai'u o Tina)
Address (P.O. Box) (Tuatusi Pusameli)		City/Village (Nu'u)	Zip Code (Numera ole Atunu'u)
Last 4 SSN (Numera 4 a le Saogalemu)	Date of Birth (Aso fanau)	Place of Birth (Nofoaga Fanau Ai)	Phone #s / Email (Numera ole Telefoni / Emeli)
3. JOB PREFERENCE Please list the types of jobs which you would feel most qualified to perform (List in order of preference) (Fa'atulaga o galuega e fia galue ai)			
1	2	3	
4	5	6	
4. PERSONAL REFERENCES (other than relatives and past employers). (Molimau Tusituusa (ese mai tagata o le aiga ma falefaigaluega ua tuana'i))			
FULL NAME (Igoa Atoa)		CONTACT INFO (Address/Phone/Email) Faamatalaga e faafesootai ai (Tuatusi/ Telefoni/Imeli)	BUSINESS / OCCUPATION (Pisinisi / Galuega)
5. EDUCATION (Highest education achieved) (A'oaoga maualuga na ausia)			
HIGH SCHOOL, COLLEGE OR UNIVERSITY / LOCATION (Aoga Maualuga / Kolisi)		DATES ATTENDED (FROM/TO) (Aso na amata ai ma faau'u ai)	DIPLOMA OR DEGREE(S) (Tipiloma/Tikeri)
6. JOB SKILLS / SPECIFICATIONS / MILITARY TRAINING (Tomai i galuega, fa'amatalaga faapitoa, poto masani toleniga faamiliteli)			
LICENSES / CERTIFICATES (Laisene /tusi faamaonia)		STATE OR OTHER LICENSING AUTHORITY (Satete o lo laisene ai)	VALIDATION DATE (Aso e aoga ai)
7. COMPUTER SKILLS & COMPETENCY (Indicate competency level for each Application = <u>1</u> (no knowledge), <u>2</u> (basic knowledge), <u>3</u> (intermediate knowledge), <u>4</u> (expert knowledge)). (Faailoa le tomai i vaega eseese komepiuta = <u>1</u> (le iloa), <u>2</u> (amata), <u>3</u> (fealolo), <u>4</u> (lelei atoatoa))			
Main Application		Competency Level (Faaogaina o le tomai)	NOTES (Faamatalaga)
MS Word			
MS Excel			
MS Power Point			
Email			
8. LANGUAGE SKILLS (Please list language(s) and enter appropriate code to indicate level of your language skills = <u>1</u> (limited), <u>2</u> (able to speak, read & comprehend), <u>3</u> (fully comprehends, speaks, reads and write). (Tomai o le gagana = <u>1</u> (tapulaa), <u>2</u> (mafai ona tautala, faitau ma malamalama laitiiti), <u>3</u> (mafai atoatoa ona tautala, faitau ma tusitusi))			
LANGUAGE (Gagana)		CODE	NOTES (faamatalaga)
SAMOAN (Fa'asamoa)			
ENGLISH (Igilisi)			
OTHER (Isi Gagana):			

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<p>9. Are you a current or previous employee of the American Samoa Government (ASG)? (Po'o oe o se tagata faigaluega i le taimi nei pe sa faigaluega muamua i le Malo o Amerika Samoa?)</p>	<p>___ Yes (Ioe) ___ No (Leai)</p>
<p>10. Within the last five (5) years have you been fired from any job for any reason? If yes, please explain. (I le lima (5) tausaga ua tuanai na tetea oe mai se galuega ona o ni mafuaaga? Afai e ioe, faamolemole faamatala mai.)</p>	<p>___ Yes (Ioe) ___ No (Leai)</p>
<p>11. Within the last five (5) years have you resigned from any job after having been notified that you would be suspended or terminated? If yes, please explain. (I le lima (5) tausaga ua mavave na e faamavae mai i se galuega ina ua faailoa atu o le a faamalolo oe? Afai e ioe, faamolemole faamatala mai.)</p>	<p>___ Yes (Ioe) ___ No (Leai)</p>
<p>12. Have you ever been convicted of a crime or forfeited collateral, or are you now being charged with any crime other than a minor traffic offense? You may answer 'No' if the conviction occurred before your 21st birthday. If yes, please explain. (Na molie oe i se solitulafono pe faasalaina oe ise tulafono, e ese mai moliaga mai o faalavelave tau taavale. E mafai ona tali mai leai pe a fai o moliaga na tupu a o le i atoa i ai lou 21 tausaga. Afai e ioe, faamolemole faamatala mai.)</p>	<p>___ Yes (Ioe) ___ No (Leai)</p>
<p>13. Did you serve in the US military and were you honorably discharged? If yes, please provide copy of DD214. If no, please explain: (Na e auuuna atu i le militeli a le US? Afai o le ioe, faamolemole ia saunia se kopi o le DD214. Afai e leai, faamolemole faamatala mai:)</p> <p style="margin-top: 20px;">Are you claiming Veterans' Preference? If yes, please provide copy of DD214 and Letter of Certification from the VA. (Pe o e mauaina le Filifiliga o Tagata Iloga e Sili ona Lelei mo I latou ua Tauina Mai? Afai o le ioe, faamolemole ia saunia se kopi o le DD214 ma le Tusi o le faamaoniga mai le VA.)</p> <p style="margin-top: 20px;">Are you a Disabled Veteran? If yes, please provide copy of DD214 and Letter of Certification from the VA. (O oe se fitafita na manu'a mai le Militeli? Afai o le ioe, faamolemole ia saunia se kopi o le DD214 ma le Tusi o le faamaoniga mai le VA.)</p>	<p>___ Yes (Ioe) ___ No (Leai)</p> <p style="margin-top: 20px;">___ Yes (Ioe) ___ No (Leai)</p> <p style="margin-top: 20px;">___ Yes (Ioe) ___ No (Leai)</p>
<p>14. Do you have immediate family member(s) currently working in ASG? If yes, please list the Department(s). (Pe o i ai ni tagata o lou aiga o loo faigaluega i le taimi nei i le Malo? Afai e ioe, faamolemole lisi mai Matagaluega o i ai.)</p>	<p>___ Yes (Ioe) ___ No (Leai)</p>
<p>15. Have you worked for the WIOA (Workforce Innovation Opportunity Act) Program? If yes, please list the Department and date of employment. (Pe na e galue mo le Polokalama faigaluega o le WIOA?) (Afai e ioe, faamolemole lisi le Matagaluega ma le aso na galue ai.)</p> <p style="margin-top: 10px;">Dept (Matagaluega): _____ From/To (Mai/I le): _____/_____</p>	<p>___ Yes (Ioe) ___ No (Leai)</p>

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16. EMPLOYMENT HISTORY: Start from your most recent employment, give a complete record of your employment history and periods of unemployment. If additional space is needed, please attach your own sheet using the same format. *(Talaaga o lou olaga Faigaluega: Amata mai i lau galuega sa i ai nei, ma galuega uma sa i ai ma taimi foi sa le galue ai. A mana'o se avanoa faaopopo mo nisi faamatalaga, faapipi'i mai se isi pepa.)*

Employer's Name (Igoa kamupani):	From (Mo/Yr) (Amataga): To (Mo/Yr) (Fa'aiuga):	Position Title (Tulaga Galuega):
Address (Tuatusi):	Supervisor (Igoa o lou Supavaisa):	Supervisor's Telephone (Numera a lou Supavaisa):
Number of Employees Supervised (Aofai o tagata na e vaavaaia):	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Salary/Grade (Totogi):
Reason for Leaving (Mafuaaga na alu ese ai):		
Job Duties (Tiute o le galuega):		

Employer's Name (Igoa kamupani):	From (Mo/Yr) (Amataga): To (Mo/Yr) (Fa'aiuga):	Position Title (Tulaga Galuega):
Address (Tuatusi):	Supervisor (Igoa o lou Supavaisa):	Supervisor's Telephone (Numera a lou Supavaisa):
Number of Employees Supervised (Aofai o tagata na e vaavaaia):	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Salary/Grade (Totogi):
Reason for Leaving (Mafuaaga na alu ese ai):		
Job Duties (Tiute o le galuega):		

Employer's Name (Igoa kamupani):	From (Mo/Yr) (Amataga): To (Mo/Yr) (Fa'aiuga):	Position Title (Tulaga Galuega):
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Number of Employees Supervised (Aofai o tagata na e vaavaaia):	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Salary/Grade (Totogi):
Reason for Leaving (Mafuaaga na alu ese ai):		
Job Duties (Tiute o le galuega):		

Employer's Name (Igoa kamupani):	From (Mo/Yr) (Amataga): To (Mo/Yr) (Fa'aiuga):	Position Title (Tulaga Galuega):
Address (Tuatusi):	Supervisor (Igoa o lou Supavaisa):	Supervisor's Telephone (Numera a lou Supavaisa):
Number of Employees Supervised (Aofai o tagata na e vaavaaia):	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Salary/Grade (Totogi):
Reason for Leaving (Mafuaaga na alu ese ai):		
Job Duties (Tiute o le galuega):		

May we contact your current and previous employers to verify information? *(pe mafai ona matou faafesootaia ou pule i galuega sa e galue ai mo se faamaoniga o faamatalaga ua tuuina mai?)* ____ YES *(Ioe)* ____ NO *(Leai)*
(If your current or previous employers are not contacted before an offer of employment is made, any potential offer of employment will be subject to DHR contacting such employers and may be withdrawn based on the information received from such employer.)
(O le a le ave e le maua atu o pule galuega sa galue ai muamua ma mafuaaga o le a faaauau se galuega fou e ala i le faaiuga a le Matagaluega o Tagata Faigaluega a le Malo o Amerika Samoa oe. O le a mafai na suia se faaiuga pe a maua mai se faaiaiga sa'o mai i fale faigaluega sa e galue ai muamua.)

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The following information is needed for the ASG Affirmative Action Program. This information is not intended to prevent anyone from employment, but to ensure equal employment opportunities. Only when the information below is directly related to the minimum qualifications of a specific position will this information be made available to a selecting official. In all cases of employment however, first consideration shall be given to persons eligible for permanent residence within the US Territory of American Samoa.

(O faamatalaga nei e manaomia mo le Polokalama o Faatinoga o le Malo o Amerika Samoa. O le faamoemoe, o nei faamatalaga, ia mautinoa ai avanoa tutusa mo galuega. Se'i vagana ua fesootai tonu faamatalaga o loo i lalo i agavaa aupito maualalo o se tofiga patino o le a avanoa ai nei faamatalaga i se taitai. Peitai, o filifiliga uma o avanoa faigaluega a le Malo o Amerika Samoa o le a ave le avanoa muamua mo i latou ua agava'a e nofomau i Amerika Samoa.)

17. ETHNICITY: (Aganuu)	Polynesian (Polenisia)	Caucasian (Palagi)	Asian (Asia)	African American (Aferika)	Hispanic (Sipaniolo)	Other: (Isi aganuu)
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18. CITIZENSHIP: (Tagatanuu)	United States Iunaite Setete	American Samoa Amerika Samoa	Other (Immigration Status) (Isi tagatanuu (tulaga o femalagaiga))
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By signing below, I certify that the answers I have given in this application are true and complete to the best of my knowledge. I authorize investigation of all statements in this application as may be necessary in arriving at an employment decision. I understand that ASG's application process may include a drug screen and background investigation, and that if I fail the drug screen or fail to disclose information regarding previous convictions, my application for employment may be denied, or my position of employment with ASG may be terminated. I understand that employment will be conditional upon the successful completion of reference and employment checks in addition to a criminal background investigation. I understand that I must meet the minimum qualifications for any position I am offered. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all the rules and regulations of ASG and the department or agency to which I may be employed.

(O le sainia i lalo, ua faamaonia ai o tali ua tuuina atu i lenei talosaga, e moni ma atoatoa i le mea ua gata ai le iloa. Ou te faatagaina le suesueina o faamatalaga ina ia atagia ai o le faaiuga ua faia o se faaiuga lelei lea ma le talafeagai. Ua ou malamalama i talosaga mo avanoa faigaluega a le Malo o Amerika Samoa, e aofia ai i se suesuega o fualaau ma vaialaau faasaina (drug test) ma afai o le a faamaonia sa tagofia ia fualaau ma vaialaau faasaina, pe le mafai foi ona fa'a'iloa ni soligatulafono i taimi ua tuana'i, o le a ono le taliaina la'u pepa talosaga mo se galuega po'o le toe faamalolo o a'u mai le galuega pe a maua ane ua o'u amata. Ua ou malamalama o le galuega o le a faalagolago lea i le maea lelei o sailiiliga faalegaluega e faaopoopo atu i se suesuega o le talaaga o ni solitulafono. Ua ou iloa foi, e tatau ona ou ausia tulaga manaomia aupito maualalo mo soo se tofiga ua ofoina mai ia te au. I le galuega, ua iloa ai, o ni faamatalaga sese, pe taufaasese fo'i e tuuina atu i la'u talosaga po o faatalatalanoaga, e ono aveesea ai a'u. Ua ou malamalama foi ua manaomia ona ou tausisia tulafono ma poloaiga uma a le Malo o Amerlika Samoa (ASG), ma le Matagaluega poo le Ofisa oute ono galue ai.)

APPLICANT'S SIGNATURE

(Saini a le o loo talosaga)

DATE

(Aso)