



Congregational Christian Church of American Samoa (CCCAS)  
1 Kanana Fou Street – P.O. Box 1537  
Pago Pago, American Samoa 96799  
Ph: +1(684) 699-9810 / Fax: +1(684) 699-1898  
email: cccas@efkasonline.org  
website: <https://efkasonline.org>

## EMPLOYMENT APPLICATION

**EOE Policy:** The Congregational Christian Church of American Samoa (CCCAS) provides equal employment opportunities to all employees and applicants without discrimination towards race, color, religion, age, sex, national origin, disability status, gender identity or expression, or any other characteristic protected by federal or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

For the latest job opportunities from the CCCAS, visit: <http://efkasonline.org/opportunities/employment>.

**NOTE:** Type or print your answers clearly. An illegible application may preclude you from employment consideration.

### SECTION 1: APPLICANT

Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_  
*First Last*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
*PO Box Village*

Position Applying for: \_\_\_\_\_

*If you are applying for the position of "Lamepa Editor" or "OAK Program Coordinator," complete SECTION 5.*

Are you a citizen/national of the U.S.?  YES  NO If no, are you authorized to work in A.S.?  YES  NO

AS Immigration ID# \_\_\_\_\_

### SECTION 2: EDUCATION

School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

### SECTION 3: REFERENCES

*List two references we may contact on your behalf:*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## SECTION 4: PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact your supervisor for a reference? YES NO

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact your supervisor for a reference? YES NO

## SECTION 5: FOR LAMEPA & OAK POSITIONS

This section is to be completed only by those applying for the "Lamepa Assistant Editor" position or the "OAK Program Coordinator" position. If you are applying for any other position, skip this section and go to **SECTION 6**.

**DIRECTIONS:** On a separate sheet of paper, translate the following passage, as best as you can, in Samoan. Make sure to include your translation when submitting your application. Failure to do so may preclude you from being considered for the above-mentioned positions.

*"There are times in our lives when we are so excited, or amazed, deeply thankful or filled to the brim with delight that we can't contain ourselves and our joy overflows, affecting all of those around. This is the situation in which Mary, Elizabeth and John find themselves as the astonishing news that Gabriel has brought becomes reality. Mary carrying the Messiah runs to Elizabeth, who on meeting her cousin proclaims a prophetic blessing. John, in Elizabeth's womb, quickens and leaps for joy. Mary opens her mouth in praise and her song pours forth. The Holy Spirit is active in all three as this meeting with the unborn Jesus occurs.*

## SECTION 6: SKILLS

Please list any skills you may have in the following areas:

Computer Hardware/Software Skills: \_\_\_\_\_

Office/Clerical Skills: \_\_\_\_\_

Other skills you possess that will help you in the position your are applying for: \_\_\_\_\_

**SECTION 8: DISCLAIMER & CERTIFICATION**

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my disqualification/release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**When submitting your employment application, you must include the following:**

- Your resume *(if necessary)*;
- A copy of all your relevant certification(s)/degree(s);
- A copy of your passport or government photo ID;
- If a non-US national, a copy of your Immigration ID
- A recent Police Report
- Court Clearance

You can submit your employment application at the front desk of the CCCAS Main Office in Kanana Fou. Once we receive your application, we will notify you by phone/email as to the date/time of the interview.

**FOR OFFICE USE ONLY:**

Interviewers: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Hired on: \_\_\_\_\_ Salary (Grade/Step): \_\_\_\_\_ Start Date: \_\_\_\_\_

Approved for Hire: \_\_\_\_\_ Date: \_\_\_\_\_

General Secretary