



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
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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://efkas.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: _____

Please include the following when submitting your employment application:

- 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

Upon submitting your complete application, you also agree to **submit yourself to a voluntary drug test** with the ASG Department of Health for pre-employment purposes. Please detach the referral form attached to this application, fill it out, and take it with you to the ASG Department of Health drug testing center in Tafuna/Fagaalu for your drug test.

You can submit your employment application at the front desk of the CCCAS Main Office in Kanana Fou. Once we receive your application and the results of your drug test, 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



**AMERICAN SAMOA DEPARTMENT OF HEALTH
DRUG AND ALCOHOL TESTING CENTER**

P.O. BOX 3965 Petesa Road
Pago Pago, AS 96799
Tel no. (684) 699-5805 ext.1501,1502,1503



REFERRAL FORM

NAME: _____ HOSPITAL NUMBER: _____

DATE OF BIRTH: _____ PHONE #: _____

REFERRING AGENCY / COMPANY: CCCAS SCHEDULED DATE: _____

REASON FOR REFERRAL: (check one)

WORK CLEARANCE: X RANDOM TESTING: _____ SUSPICIOUS BEHAVIOR: _____

List additional information: _____

POC FOR RESULTS:

Name: Nafatali Falealii Phone #: 699-9810 Email Address: nfalealii@efkas.org

Signature:  Date: _____