

**In Confidence**

*For Office Use Only*

AIS Ref No: SA/ BDG 21/05 \_\_\_\_\_

Date Rec'd \_\_\_\_\_



**Ai SERVICES**  
– NORTHERN IRELAND –

*Ballycraigy, 671 Antrim Road, Newtownabbey BT36 4RL*

*Tel: 028 9083 3123*

*E-mail: lpeoples@ai-services.co.uk*

# **Support Assistant (Business Development Groups)**

**Once complete, please submit to Ai Services at the address given above by 12.00pm  
(UK time) on Monday 7<sup>th</sup> June 2021.**

**CV's or other supplementary material will not be considered  
Late applications will not be accepted and proof of postage will not be considered  
should applications not be received.**



# 1. Personal Details

Surname \_\_\_\_\_ Title \_\_\_\_\_

(include any former surname) \_\_\_\_\_

Forename(s) \_\_\_\_\_

(Please underline the name by which you are known)

Address for  
correspondence \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Permanent address  
(if different  
from above) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone & Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Contact Numbers

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

# 2. Educational Achievements. (Please outline how you meet the criteria of a level 3 qualification or related qualification. Please provide details of college attended, dates and modules taken)

**3. PLEASE PROVIDE EVIDENCE OF:**

(i) Any previous experience (with examples) of data collection related to agricultural/horticultural or business benchmarking.

(ii) Your experience (with examples) in preparation and delivery of on farm training events.

(iii) Your experience (with examples) in the delivery of skills training to farmers/groups/businesses.

(iv) Your experience (with examples) of carrying out Health & Safety Risk Assessments and Bio-Security checks.

(v) Your experience of written and verbal communication skills, including use of ICT packages such as Microsoft Office, internet and e-mail.

**4. Additional Information**

Please provide any other additional information which you believe is relevant to your ability to meet the requirements of the post.

## 5. Availability for Interview

Please detail dates where possible on which you would NOT be available for interview.  
(Where possible these dates shall be avoided)

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## Declaration

I declare that the particulars given by me are true and accurate to the best of my knowledge and belief and that by signing this document I agree to AccessNI checks to be carried out on my person.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please send to:

**Linda Peoples**  
**AI Services (NI) Ltd, Ballycraigy, 671 Antrim Road**  
**Newtownabbey BT36 4RL**  
[lpeoples@ai-services.co.uk](mailto:lpeoples@ai-services.co.uk)

## IN CONFIDENCE

### EQUAL OPPORTUNITIES MONITORING

**(Return to the Monitoring Officer Ai Services in the separate sealed envelope provided)**

**PLEASE NOTE THIS FORM IS REGARDED AS PART OF YOUR APPLICATION AND FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION**

POST: Support Assistant      Ref AIS/SA/BDG /21/05

It is the policy of Ai Services (AIS) to ensure that all eligible persons have equal opportunity for employment and advancement in AIS on the basis of their ability, qualifications and aptitude. Ai Services (NI) Ltd selects those suitable for appointment solely on the basis of merit without regard to an individual's disability, race, religion or gender. Recruitment is monitored to ensure that the equal opportunity policy of Ai Services (NI) Ltd is effectively implemented.

Please tick as appropriate:	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
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## COMMUNITY BACKGROUND

**The Fair Employment and Treatment (Northern Ireland) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information below is required in connection with the requirements of the above Order. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring the effectiveness of AIS equal opportunity policy and to comply with obligations relating to monitoring, investigations or proceeding under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998.**

**Please indicate your community background by ticking the appropriate box below:**

I have a Protestant community background	<input type="checkbox"/>
I have a Roman Catholic community background	<input type="checkbox"/>
I have neither a Protestant nor a Roman Catholic community background	<input type="checkbox"/>

**RACE - The Race Relations (Northern Ireland) Order 1997 makes it unlawful to discriminate in employment on grounds of colour, race, nationality or ethnic or national origins. AIS monitors it's workforce in line with recommended good practice.**

**Please tick the appropriate box.**

Are you :	White	<input type="checkbox"/>	Of Black African origin	<input type="checkbox"/>
	Of Black Caribbean origin	<input type="checkbox"/>	Of Bangladeshi origin	<input type="checkbox"/>
	Of Chinese origin	<input type="checkbox"/>	Of Indian origin	<input type="checkbox"/>
	Of Pakistani origin	<input type="checkbox"/>	Of other origin (please specify)	<input type="checkbox"/>
_____				
Are you a member of a mixed ethnic group?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you a member of the Irish Traveller Community?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**DISABILITY - The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably than someone else because of their disability.**

Do you consider yourself to have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you have answered 'no', please ignore the remaining questions in this section.				
If you have answered 'yes', please complete the remaining section.				
* Do any of the disabilities or conditions listed below have a substantial and long term adverse effect on your ability to carry out normal day-to-day activities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please tick the category or categories which apply to you:				
• Hearing impairment		<input type="checkbox"/>		
• Visual impairment		<input type="checkbox"/>		
• Speech impairment		<input type="checkbox"/>		
• Mobility impairment		<input type="checkbox"/>		
• Physical co-ordination difficulties		<input type="checkbox"/>		
• Reduced physical capacity		<input type="checkbox"/>		
• Severe disfigurement		<input type="checkbox"/>		
• Learning difficulties		<input type="checkbox"/>		
• Mental illness/mental health difficulty		<input type="checkbox"/>		