

JOB DESCRIPTION

ARTIFICIAL INSEMINATOR

1. Work within a team calling on farms, as directed, to artificially inseminate cows and heifers for herd owners to a high professional standard.
2. Call, when requested, with D.I.Y./Service customers, in order to sell the Company's range of available semen, products and other services.
3. Ensure that the operation is carried out in an effective and safe manner within the agreed daily timescale. It is your responsibility to carry out a health and safety assessment on each visit to a place of work. Most calls will be logged before 10.30 each morning. However, calls received after this time should not be deemed late or optional.
4. Maintain a high degree of bio-security, including proper cleansing and disinfecting procedures before and after each insemination. Maintain a clean and tidy personal appearance and high standards of cleanliness and hygiene of all company property and equipment.
5. Following each insemination, record details on the hand-held computer provided, and leave an invoice with the customer. In the event of your computer not working, you should complete a docket from your sequentially numbered docket book. All numbered dockets must be accounted for and returned to Head Office promptly.
6. Collect, as directed, all debt, and receipt and bank all monies received promptly.
7. Handle with care all Company property as issued, especially the semen flask and stock of semen contained, and the handheld computer and hardware.
8. Be responsible for the actual stock of semen in the flask and to ensure liquid nitrogen levels are maintained to safeguard same.
9. Ensure that an adequate supply of semen is available in field flask to give the customer as wide a choice as possible.
10. Look after the Company issue van in a proper way and to drive it in a careful manner. If you drive your own vehicle, you must provide evidence of current appropriate business insurance. Ensure your driving licence is valid and notify HR promptly of any endorsements.
11. Feed back information to the Centre Managers on how the bulls offered by the Company are performing within the herds of their customers.
12. Be polite, courteous and respectful at all times to customers, suppliers and co-workers.



**ARTIFICIAL INSEMINATOR TECHNICIAN
FULL TIME**

APPLICATION FORM

- Closing date for return of completed application forms: 12 noon on Thursday, 31st October 2019
- Candidates should be commercially or DIY trained in artificial insemination, preferably with a minimum of 2 years' experience

AI Services (NI) Ltd reserves the right to only interview candidates who appear from the information provided on this application form to be best suited for this post.

AI Services (NI) Ltd supports the practice of Equal Opportunity and welcomes applications from all sections of the community.

PERSONAL DETAILS

Surname _____ Title _____

Forename(s) _____
(Please underline the name by which you are known)

Permanent address: _____

_____ Postcode _____

Telephone & Home: _____
Contact Numbers

Mobile: _____

Do you have a current clean driving licence? YES ☐ NO ☐

If not, please give details

ARE YOU TRAINED IN D.I.Y. INSEMINATION?

PLEASE STATE WHEN AND WHERE TRAINED

NAME OF COMPANY/INDIVIDUAL WHO PROVIDED TRAINING

DID YOU RECEIVE A CERTIFICATE OF COMPETENCE ON COMPLETION
OF YOUR TRAINING COURSE? *

PLEASE STATE NUMBER OF YEARS EXPERIENCE IN INSEMINATING

AVERAGE NUMBER OF COWS INSEMINATED PER YEAR

ANY OTHER RELEVANT EXPERIENCE / INFORMATION

* (Copy documentation will be required if you reach interview stage)

**Educational achievements (Secondary Education):
Examinations Passed:**

**Educational achievements (Third Level Education)
Details of Course and Degree / Diploma:**

Details of other examinations / qualifications:

Hobbies & Interests:

EMPLOYMENT HISTORY: (Please commence with current employment)

Years	Employer's Name & Address	Job Title	Salary	Reason for Leaving
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFEREES

Please provide contact details for two referees, one of which should be your present / most recent employer. Referees will NOT be contacted until a provisional offer is made

Referee 1

Referee 2

Name: _____ Name _____

Address: _____ Address _____

Tel: _____ Tel: _____

DECLARATION

I declare that the particulars given by me, the applicant, are true and accurate to the best of my knowledge and belief.

Signed _____ Date _____

Please send to:

Linda Peoples
AI Services (NI) Ltd, Ballycraigy, 671 Antrim Road
Newtownabbey BT36 4RL

IN CONFIDENCE

EQUAL OPPORTUNITIES MONITORING

**(Seal in the separate envelope provided & return to the Monitoring Officer
along with your completed application form)**

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

POST: Artificial Insemination Technician – Full Time

It is the policy of AI Services (NI) Ltd (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 Ltd is effectively implemented.

Please tick as appropriate:

MALE ☐

FEMALE ☐

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

☐

I have a Roman Catholic community background

☐

I have neither a Protestant nor a Roman Catholic community background

☐

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. AI Services (NI) Ltd monitors its 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"/>
<hr/>				
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 ☐ No ☐

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 ☐ No ☐

Please tick the category or categories which apply to you:

- Hearing impairment ☐
- Visual impairment ☐
- Speech impairment ☐
- Mobility impairment ☐
- Physical co-ordination difficulties ☐
- Reduced physical capacity ☐
- Severe disfigurement ☐
- Learning difficulties ☐
- Mental illness/mental health difficulty ☐