Candidate questionnaire

Please complete all sections. All information will be kept strictly confidential and is purely gathered to try and place you with the most suitable employer possible.

**Section 1**

Name –

Phone –

Email –

Do you have a current drivers licence? Drivers licence number/classes you hold -

Best contact time –

Ethnicity –

If applicable – Do you have a current work visa? What are the conditions?

Preferred farm location(s) please be specific –

Preferred herd size and why? –

Preferred shed type and why? –

How many years prior farming experience do you have, what sort of roles have you held?

What responsibilities are you capable of handling?

What is your preferred rostered days off roster?

Within that roster how many milkings do you feel are a reasonable amount to complete?

Ideal salary range –

If applicable, what type of accommodation do you think you will need?

Do you have pets? Please list (references may be required in some situations)

Would you be prepared to pay a bond?

When would you like to start a position –

What is your preferred job interview scenario?

Would you be happy to undertake pre-employment/random drug testing?

**Section 2** – This section is to determine your work history, what is important to you to find out what kind of employer would suit you best. Please remember all information gathered is kept confidential so try to answer as honestly as possible, there are no right or wrong answers but all sections must be completed.

1. Do you have a current CV? (Please attach) If not, would you like help developing it?
2. Do you have any off-farm education? If yes please list, also include anything currently being undertaken with an estimated completion timeframe (e.g. Lincoln, Telford, Primary ITO)
3. Would you like to do more on or off farm learning? (e.g. discussion groups/Primary ITO)
4. Have you ever had any convictions? If yes please list what they were and when they happened?
5. Have you ever worked for a good employer before? Why do you think they were good?
6. In an employer, what characteristics are most important to you? Please list a minimum of 3 (For example you may wish to number some of these, Someone who is fair, someone who works alongside you – no job is beneath them, someone who clearly describes jobs well, someone who shows you what to do the way they like it done, someone who writes everything down, someone who will let you think and plan for yourself while keeping the farms best interests in mind, someone who will praise you when a job has been well done (please add something in here if you feel it has been missed)
7. In an ideal world what does your perfect employer look like? What traits do they have?
8. How good do you think you are at communicating? Would you bring up an issue if it arose or would you keep it to yourself?
9. How do you prefer to learn something on farm? Is it better to be shown how the employer likes it to be done, or do you prefer to come up with your own method if the job is done correctly?
10. How much time do you feel is reasonable for an employer to spend with you doing on farm training?
11. Are you capable of working alone or do you prefer a team environment?
12. Do you work well with others? Do you think you are flexible in your thinking, easily able to adjust to unforeseen circumstances? Please explain.
13. Are you someone who prefers stability in a job, more likely to stay on long term if you are happy or someone who is looking to move up the ladder more quickly? (If you want to move up the ladder quickly what is your goal job and what roles would you be looking to do to help you achieve your goal?

**Section 3 - skills**

1. What on farm skills do you already have? Do you have experience with machinery? Welding etc?
2. Can you explain what an acceptable residual is and why it is important?
3. In consideration to round length, what times of the year are most critical and why?
4. How often do you think a farm walk should be done and why?
5. At calving time what signs of ill health should you be looking out for?
6. What other health issues should we keep an eye out for during the year and when can they arise?
7. What is a somatic cell count (SCC) and what can cause it to rise?
8. What should you do if the SCC rises?

**Section 4**

1. If anything, what annoys you most about your previous employers or positions you have held? (please be honest)
2. Why are you looking at leaving your current employment?
3. When working for someone, what makes you feel like a valued team member and why?
4. Do you like responsibility? What areas on farm interest you the most?
5. Do you think you are a good employee? Please explain why?
6. Do you think that bonus’s and incentives are a good idea? Do they help you to do a better job?
7. Please provide contact details for 2 farm related references and tell me how they relate to you. (This is a minimum requirement, please ensure this question is filled out prior to returning this form)
8. Outside of the farm, if you are studying currently (or have recently completed) can I contact your tutor and training advisor to get a reference on your behalf? Please list their names and phone numbers so I can get in contact with them. (Please ensure they know I will be contacting them)
9. Have you had any employment issues in the past? If yes please explain what they were.
10. Do you enjoy dairy farming? What do you enjoy the most? What do you enjoy the least?
11. Do you have any goals? If not, would you appreciate help in developing some?
12. What would be your 3 greatest strengths as an employee?
13. What would be a weakness, or an area you think you still need to work on?
14. Do you participate in any out of work activities? E.g. rugby, etc
15. Do you have children? Are you a single parent? If you answered yes, do you have adequate childcare in place?
16. How well do you handle stressful situations, what do you do to calm down?
17. How well do you understand contracts? Would you benefit from outside help or mentoring in this department?
18. Do you have any health issues that may prevent you from being able to do your job to the best of your abilities? (e.g a recurring injury or chronic illness)
19. Have you filled this form in by yourself, in good faith and without any outside help?
20. Do you agree to let me keep your questionnaire on file, stored confidentially, contact references that you have provided and pursue work opportunities on your behalf if you meet the criteria?
21. If you are accepted by my service will you allow me 2 weeks of exclusively looking for employment on your behalf? (You will be notified as soon as you are accepted and the 14 day period will commence from that date, you will be allowed to advise me of positions you wish to apply for in that time frame and I will do so on your behalf).

If possible, please attach a current photo of yourself to this application to go with your file.

Date:

Full name:

Signed:

The process…

Now you have read through the questionnaire, what happens from here??

You will need to fill these in and get them back to me within 48 hours of receiving them. I will not chase you for them, it is completely up to you to complete them and return them in a timely manner. They are comprehensive but if you are looking for a job with one of my farms then it is just part of the process.

Once I have the filled in forms it may take up to 1 week for me to do the reference checking and necessary background checks from my end. (In reality this may take more or less time but as a general guideline it will pay to allow me 1 week).

Once I am finished with your application I will call or email you directly to discuss whether I am able to help you moving forward. I have to be tough in this area as it is going to be my reputation linked with yours moving forward.

Now the formalities are out of the way and you have been accepted into my service I will keep in contact with you. Ideally I will already have jobs waiting but in the event that I don’t then I will keep you updated at least weekly on potential jobs.

If I have an employer who is interested to meet with you I will pass on your contact details to them and will get in touch with you to let you know. Once you move to the interview stage of the process I ask that you keep in contact. You may have more than one option and so communication is key.

If you are offered the position and you decide to accept can you please let me know as soon as possible, particularly around contract signing. If you have taken the position I will need to know to remove you from my active job seekers. If you decline the position then also please keep in touch so I know you are still available to submit for other positions.

If you accept the position…

Once you are in employment with one of my farms I will keep in touch with you a few times throughout the year to find out whether the job is meeting your expectations and to get feedback on the employer. I will also keep in touch with your employer to make sure you are living up to your side of things also. This is a very important part of my business as I need to know that parties on both sides are able to deliver on their promises.

If you are looking to move up the ladder but that is not possible within the farm you are employed then I will try to move you within my farms to find the ideal job. Please remember while I have your best interests at heart you need to have a conversation with your employer prior to contacting me, as technically I work on their behalf it puts me in an unethical position to be playing both sides of the fence. I also wish to only work with people who are able to be honest and if you are looking to move on you should be able to speak honestly with “my employers” without fear of repercussions.

A great rule of thumb would be to have a conversation with your employer before the end of January at the latest to discuss your employment intentions moving forward. As is the case with any situation communication is so important. I will be calling you during the month of February to find out whether you are looking to stay or go and I will expect that you have had talked about it by then.

I hope that I have been able to answer some of your questions, please get in touch if you have any more.