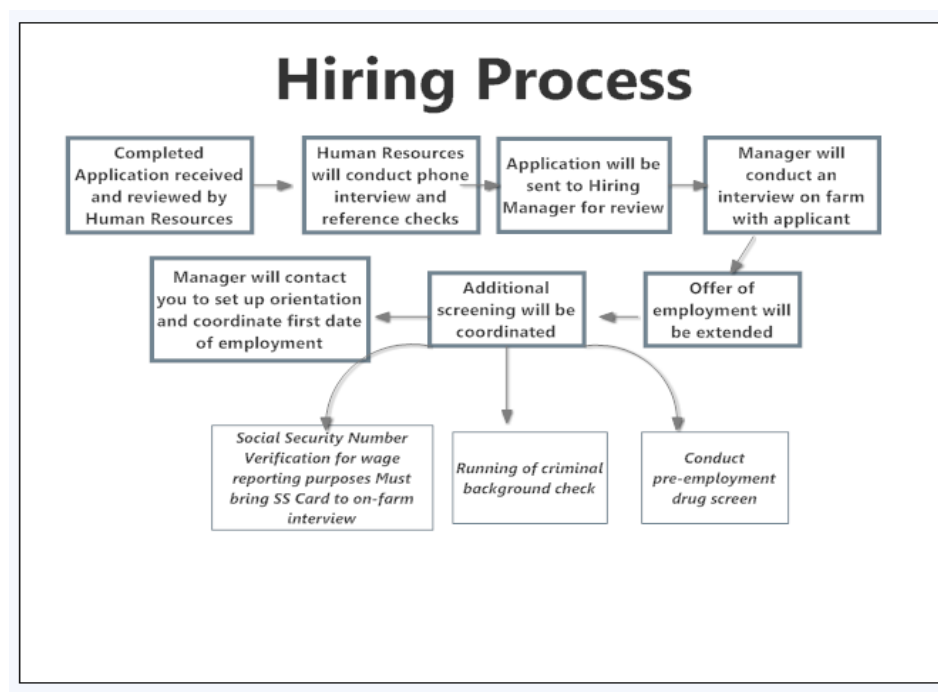


We are happy to see you have chosen to apply for employment with AMVC Employee Services. Outlined below is the hiring process at AMVC. To aid in speeding the recruiting process up, we strongly advise candidates to visit our website at www.amvcms.com to apply online. This is the fastest and most secure option. Please review this process so you are completely aware of each step in the application process. If at any point you are not selected to move forward in the screening process, you will receive notification from AMVC Human Resources. Should you have any questions, please contact AMVC Human Resources at 712-563-2080 or careers@amvcms.com.

We look forward to speaking with you!

1. Complete online application or send completed application to AMVC Human Resources
2. Human Resources will contact you for phone interview and conduct reference checks
3. Your application will be sent to Hiring Manager for review
4. Manager will contact you for an on-site interview
5. Offer will be extended contingent on passing the below. If you accept, additional screening will be conducted
 - a. **Social Security Number Verification for wage reporting purposes** – Please make sure you have your Social Security Card with you (If unable to validate SS#, you will have 5 days to correct the issue)
 - b. **Running of criminal background check**
 - c. **Conduct pre-employment drug screen**
6. If all screening criteria are met, the Hiring Manager will contact you to set up a date for AMVC Employee Services Orientation and coordinate start date.





Application For Employment

Date of Application: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip

Telephone: _____

E-mail address: _____

RECRUITING SOURCE: (How did you learn of the position?)

- Advertising Circular Job Board AMVC Employee Referral, Whom: _____
- Walk In Radio Referral, Whom: _____
- E-mail Website Other (Please Specify): _____
- Career Fair Newspaper (Please specify): _____

Have you completed an application here before? _____ If yes, when? _____

Are you over the age of 18? _____

Are you prevented from lawfully becoming employed? (Proof of citizenship or immigration status will be required upon employment) _____

List any friends or relatives working for us. _____

Availability Date _____

Are you available for work:
____ full time ____ part-time ____ temporary or summer help

Are there any days or hours you would be unable or unwilling to work? _____

If yes, please explain:

1. Do you currently work with swine? _____ (yes or no)
Explain: _____
2. Do you have swine living on the land in which you live? _____ (yes or no)
Explain _____
3. Does someone live with you that works with swine? _____ (yes or no)
Explain: _____
4. Please share the experience you have working with swine. (Ex: Gestation, vaccinating, Farrowing, Breeding)

5. Have you at any time in the past or are you now a member of, a supporter of, a direct or indirect employee of, a contractor for, or in any other way affiliated with or acting on behalf of any vegan or animal rights activist group, including but not limited to Humane Society of the U.S., People for the Ethical Treatment of Animals, Mercy for Animals, Compassion Over Killing, Farm Sanctuary or Animal Liberation Front?

_____ Yes
_____ No
6. Do you intend to take any pictures or make any recordings or video at any of our farms or facilities without the prior written consent of management?

_____ Yes
_____ No
7. Do you agree to abide by all of our policies and procedures as given to you, both in writing and orally, by supervisors or management including the immediate reporting of any animal abuse or neglect?

_____ Yes
_____ No
8. Is there anything else you would like to share with us when considering you for this position?

Education

	High School	College/University	Graduate/Professional
School Name			
Years Completed/Degree			
Diploma/Degree			

Employment Experience

Please give an accurate, complete full time and part time employment record. Start with your present or last job.

Company Name: _____ **Telephone:** _____

Address: _____ **Employed (M/Y)** _____

Name of Supervisor: _____ **Reason for Leaving:** _____

Job Title and describe your work: _____

Company Name: _____ **Telephone:** _____

Address: _____ **Employed (M/Y)** _____

Name of Supervisor: _____ **Reason for Leaving:** _____

Job Title and describe your work: _____

Company Name: _____ **Telephone:** _____

Address: _____ **Employed (M/Y)** _____

Name of Supervisor: _____ **Reason for Leaving:** _____

Job Title and describe your work: _____

Personal References: Give three references that are not relatives.

Name	Phone Number	Relationship
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I certify that all the information provided on the application and/or any resume attached is true, correct, and complete. I understand that any misrepresentation or omission of any information with regard to this application may disqualify me from further consideration for employment or will be grounds for discharge from employment whenever discovered. I authorize AMVC Employee Services to verify all information, contact work related references, and fully release AMVC Employee Services from any liability resulting from the verification process. I understand that AMVC Employee Services may act on the information received from these references at its discretion and hereby release AMVC Employee Services, and all such employers and references, from any liability whatsoever in furnishing this information. I acknowledge that any offer made to me will be contingent on passing a Social Security check, background check, and drug screen.

In the event of employment with AMVC Employee Services, I acknowledge and agree that my employment is on an "at-will" basis, meaning that it may be terminated at any time with or without any stated reason by me or AMVC Employee Services. I also understand that neither this application nor any other AMVC Employee Services personnel form constitutes an employment contract.

Printed Name of Applicant

Date

Signature



EMPLOYEE SERVICES

Swine Specialist

Department: Swine Specialist

FLSA Status: Exempt

Work Schedule: 45 Hours/Week (full time only)

Job Status: Full Time/Part Time

Reports To: Department Supervisor

Positions Supervised: None

POSITION SUMMARY

The Swine Specialist is a key member of a team responsible for the daily care and well-being of all animals in order to achieve production goals for the farm.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s):

- *Feed and water animals, and clean and disinfect pens and stalls.*
- *Tag animals in order to allow animal identification*
- *Moving animals, while utilizing proper personal protective equipment, through the breeding, gestation, and farrowing phases into appropriate rooms and/or pens*
- *Monitor sows during labor and provide aid during the birthing process.*
- *Ensure piglets are cared for by following warming box, treatment, and fostering policies.*
- *Processing piglets by clipping tails, giving shots, and castrating.*
- *Administer vaccinations according to health protocol in order to protect animals from diseases.*
- *Identify animals that are of age and weight to be weaned and transported to customers.*
- *Observe animals in heat in order to detect approach of estrus.*
- *Artificially inseminate sows.*
- *Maintain accurate records for animal identification, breeding, farrowing, treatment procedures.*
- *Attend meetings and trainings as required.*
- *Adhere to all Biosecurity policies and protocols to ensure the health of the animals.*
- *Monitor ventilation to ensure proper airflow for animals' comfort.*
- *Maintain proper hygiene in facilities.*
- *Minor repairs to equipment, buildings, stalls, and pens.*
- *Any other duties as assigned by management.*

POSITION QUALIFICATIONS

Competency Statement(s)

- *Detail Oriented - Ability to pay attention to the minute details of a project or task.*
- *Organized - Possessing the trait of being organized or following a systematic method of performing a task.*
- *Reliability - The trait of being dependable and trustworthy. Attendance is required.*
- *Responsible - Ability to be held accountable or answerable for one's conduct.*
- *Adaptability – Flexibility to adjust task(s) and/or schedule based on needs of the day.*

Physical Demands

		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	0 (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	0 (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	0 (Occasionally)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	0 (Occasionally)
Squat or Kneel	0 (Occasionally)	26-40 lbs	0 (Occasionally)
Bend	F (Frequently)	41 100 lbs	0 (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0- 2.5+,hrs/day)

F (Frequently) Occupation requires this activity from 33% to 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

AMVC has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and AMVC reserves the right to change this job description and/or assign tasks for the employee to perform, as AMVC may deem appropriate.

Applicant Signature: _____ **Date:** _____