

The Four Paws Hotel & Day Resort



Employment Application

Name: _____

Date: _____

Address:

Phone: _____

Email: _____

Age: (ONLY IS UNDER 18) _____

PET CARE QUALIFICATIONS

1. Why do you want to work for The Four Paws Hotel?

2. *Circle one:* Are you applying for PLAY ATTENDENT or RECEPTIONIST (Please refer to the job descriptions found on the last page of this application)

3. Describe in your own words, the responsibilities of the position you have selected:

4. Are you able to handle a physically demanding job that requires: A positive attitude, standing on your feet all day, handling large groups of dogs, managing your time wisely, multitasking and being drooled on (maybe even peed on) YES_____ NO_____

5. Is there anything in the above list that you might struggle with? If so, what?

6. If your own words, describe how you can be a team player and help our business run smoothly?

7. What, if any, experience do you have working with animals?

AVAILABILITY

Our shifts for PLAY ATTENDANT are either 6:30AM to 1:30PM OR 1:00PM to 8:30PM

Please check the days you are available to work

Monday: Morning shift _____ Night shift _____

Tuesday: Morning shift _____ Night shift _____

Wednesday: Morning shift _____ Night shift _____

Thursday: Morning shift _____ Night shift _____

Friday: Morning shift _____ Night shift _____

Saturday: Morning shift _____ Night shift _____

Sunday: Morning shift _____ Night shift _____

Our shifts for RESEPTIONEST are either 7:00AM to 2:00PM OR 1:00PM to 7:00PM

Please check the days you are available to work

Monday: Morning shift _____ Night shift _____
Tuesday: Morning shift _____ Night shift _____
Wednesday: Morning shift _____ Night shift _____
Thursday: Morning shift _____ Night shift _____
Friday: Morning shift _____ Night shift _____
Saturday: Morning shift _____ Night shift _____
Sunday: Morning shift _____ Night shift _____

1. How many shifts per week would you prefer to work? _____
2. When can you start? _____
3. In the kennel industry, we are the busiest when everyone else enjoys time off (holidays, school breaks, summer etc.) To ensure the pups are always properly cared for, we need staff that are available to help us during our peak seasons listed below. Please check off the peak times you are NOT available.

New Years week ____ GBHS Spring break ____ Easter weekend ____
Thanksgiving week ____

Month of July ____ Memorial weekend ____ Labor day weekend ____
Christmas week ____

WORK PERFORMANCE AND CAREER INTERESTS

Please skip this section if this is your first time apply for employment

1. How would your former employers describe your work performance and attitude?

EDUCATION

1. Do you have a high school diploma? ___Yes ___No ___Not yet

2. Are you currently a student? ___Yes ___No

a. If yes, Where?

b. If no, have you attended any schooling past high school?

___Yes ___No

How long and where?

REFERENCES

List at least two personal references. At least one needs to be from a past work experience (if available) The other can be non-work related but cannot be a relative. We

require a letter of recommendation from a previous employer or teacher to be submitted with your application

1. Name: _____

Phone: _____

Company & Position: _____

Email: _____

2. Name: _____

Phone: _____

Company & Position: _____

Email: _____

Employment History

1. Company:

How long were you employed with this company?

Complete Address:

Phone

Number: _____

Reason(s) for leaving (be specific):

Supervisor: _____

What did you do for the company?

Do you currently still work here?

Yes No

May we contact employer?

Yes No

Were you able to provide a two week notice upon leaving? Yes No

2. Company:

How long were you employed with this company?

Complete Address:

Phone

Number: _____

Reason(s) for leaving (be specific):

Supervisor: _____

What did you do for the company?

Do you currently still work here?

____Yes ____No

May we contact employer?

____Yes ____No

Were you able to provide a two week notice upon leaving? ____Yes ____No

3. Company:

How long were you employed with this company?

Complete Address:

Phone

Number: _____

—

Reason(s) for leaving (be specific):

Supervisor: _____

What did you do for the company?

Do you currently still work here?

____Yes ____No

May we contact employer?

____Yes ____No

Were you able to provide a two week notice upon leaving? ____Yes ____No

4. Company:

How long were you employed with this company?

Complete Address:

Phone

Number:

Reason(s) for leaving (be specific):

Supervisor:

What did you do for the company?

Do you currently still work here?

Yes No

May we contact employer?

Yes No

Were you able to provide a two week notice upon leaving? Yes No

5. Company:

How long were you employed with this company?

Complete Address:

Phone

Number:

Reason(s) for leaving (be specific):

Supervisor:

What did you do for the company?

Do you currently still work here?

Yes No

May we contact employer?

____Yes ____No

Were you able to provide a two week notice upon leaving? ____Yes ____No

TRANSPORTATION, LEGAL HISTORY, DRUG & TOCACCO POLICY

1. Do you have a driver's license? ____Yes ____No

2. What is your means of transportation to work?

a. Are there any issues with your transportation that could delay or prevent your arrival to work?

b. Would you be available to help occasionally transport an animal to a vet's office?

3. Have you ever been convicted of a crime? ____Yes ____No

If yes, attach a document answering: Number of convictions, nature of offenses leading to convictions, how recent offenses were committed and sentences imposed.

4. Would you submit to a drug test prior to hiring? ____Yes ____No

5. If you are a smoker, can you work 8 hours straight hours without smoking?
____Yes ____No

Four Paws employees are prohibited from smoking during a scheduled shift or on Four Paws property.

Play attendant duties: Cleaning kennels, passing out meals, supervising play groups and cleaning up after our clients. Learning the pups names and what group they are in is a very important task that we ask out attendants to accomplish. Most importantly taking care of the animals and making sure they have an amazing time here at The Four Paws Hotel and Day Resort!

Receptionist duties: Greet and take care of the clients that are dropping off and picking up their dogs. Taking payments, booking dogs for boarding stays and putting in their information into to our computer system. Answer phones and help clients with whatever they need.

Please sign and date the bottom, indicating that everything on this application is true to the best of your knowledge.

Signature _____ Date _____