



The Four Paws Hotel & Day Resort

Employment Application



Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Age: (ONLY IF 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 _____ Night _____
Tuesday: Morning _____ Night _____
Wednesday: Morning _____ Night _____
Thursday: Morning _____ Night _____
Friday: Morning _____ Night _____
Saturday: Morning _____ Night _____
Sunday: Morning _____ Night _____

*Our shifts for RESEPTIONEST are either 7:00AM to 2:00PM OR 1:00PM to 7:00PM
Please check the days you're available to work*

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

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?

2. How often would you say you were tardy or called in sick for your last job?

3. Have you ever left a job without providing 2-week notice? ____ Yes ____ No

If yes, please explain:

4. What has been your favorite job and why?

5. What has been your least favorite job and why?

6. Would you consider yourself someone who:

____ Can have a conversation with someone you just met

____ Struggles with having a conversation with someone you just met

7. Would you jump at the opportunity to a leadership position or is that not something you would be interested in?

8. Describe your work ethic and why you think you would be a good fit for Four Paws.

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 our 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 _____