

# Pawtropolis Animal Caretaker Application

Name:

Date:

Address:

Phone:

Email:

Age (ONLY if < 18):

## Pet Care Qualifications

1. Why do you want to work for Pawtropolis?

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2. 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, being drooled on (maybe even peed on), managing your time wisely, taking initiative, and multitasking?  Yes  No

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

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4. All our business decisions are made with our Core Values in mind. Please read our Core Values (found on the website) and copy them here:

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Are you confident you can personally help Pawtropolis uphold these Core Values?  Yes  No

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

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6. Please list pets you own: \_\_\_\_\_

1. Are all pets spayed and neutered?  Yes  No If no, why? \_\_\_\_\_

2. Do your pets live:  Indoors  Outdoors

## Availability

1. Have you toured our Pawtropolis locations?  East  West  Both  Neither

2. At which location would you prefer to work?  East  West  No Preference

3. Mark each shift you can work in its entirety.

Monday:  6:30am-2:00pm  1:00pm-8:30pm

Tuesday:  6:30am-2:00pm  1:00pm-8:30pm

Wednesday:  6:30am-2:00pm  1:00pm-8:30pm

Thursday:  6:30am-2:00pm  1:00pm-8:30pm

Friday:  6:30am-2:00pm  1:00pm-8:30pm

Saturday:  7:30am-2:30pm  1:30pm-8:30pm

Sunday:  7:30am-2:30pm  1:30pm-8:30pm

4. For shifts listed above that you cannot work for the full time, indicate on next page if there are shorter times you would be available.

Monday:	<input type="checkbox"/> 6:30am-12:00pm	<input type="checkbox"/> 10:00am-4:00pm	<input type="checkbox"/> 3:00pm-8:30pm
Tuesday:	<input type="checkbox"/> 6:30am-12:00pm	<input type="checkbox"/> 10:00am-4:00pm	<input type="checkbox"/> 3:00pm-8:30pm
Wednesday:	<input type="checkbox"/> 6:30am-12:00pm	<input type="checkbox"/> 10:00am-4:00pm	<input type="checkbox"/> 3:00pm-8:30pm
Thursday:	<input type="checkbox"/> 6:30am-12:00pm	<input type="checkbox"/> 10:00am-4:00pm	<input type="checkbox"/> 3:00pm-8:30pm
Friday:	<input type="checkbox"/> 6:30am-12:00pm	<input type="checkbox"/> 10:00am-4:00pm	<input type="checkbox"/> 3:00pm-8:30pm
Saturday:	<input type="checkbox"/> 7:30am-1:00pm	<input type="checkbox"/> 10:00am-4:00pm	<input type="checkbox"/> 3:00pm-8:30pm
Sunday:	<input type="checkbox"/> 7:30am-1:00pm	<input type="checkbox"/> 10:00am-4:00pm	<input type="checkbox"/> 3:00pm-8:30pm

5. How many shifts/week would you prefer to work? \_\_\_\_\_ When can you start? \_\_\_\_\_

6. List any dates you know you'll need off in the next 3-months:

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7. In the kennel industry, we are the busiest when everyone else enjoys time off (holidays, school breaks, summer, etc.). To ensure the animals are always properly cared for we need staff that are available to help us during these busy times. Indicate any dates you would **need off** during the peak times listed below:

New Year's Week:

UGA/UNG Spring Break:

Easter Weekend:

UGA/UNG Summer Break:

Any Extended Time During Month of July:

UGA Football Games:

UGA/UNG Fall Break:

Thanksgiving Week:

Christmas Week:

8. You are applying for an entry level position that has an initial training pay of \$9.00/hour. After training, pay ranges from \$11.25 - \$13.50 depending on position and full-time status. Additional raises are available as you gain experience and take on new responsibilities.

Initial here indicating you are aware of our pay scale: \_\_\_\_\_

9. Select any reasons below that would cause you to leave Pawtropolis.

- You heard from another company to which you have applied recently.
- Your position was more physically demanding than you anticipated.
- Your school schedule became too demanding.
- You have to consistently work weekends.
- You had to help on or around major holidays.
- You did not have the flexibility to make last minute plans due to work commitments.

10. If hired, how long are you hoping to work at Pawtropolis? (For example; until after graduation, after summer, a couple of years, etc.)

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## Work Performance and Career Interests

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 jobs? \_\_\_\_\_
3. Have you ever left a job without providing a 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 a person you just met, or do you find those interactions challenging?  
\_\_\_\_\_
7. Are you interested in pursuing a career in the pet care industry?  Yes  No
  - a. If yes, what are your career goals?  
\_\_\_\_\_
  - b. If no, why does employment at Pawtropolis appeal to you?  
\_\_\_\_\_

## Education

1. Do you hold a high school diploma?  Yes  No
2. Are you currently a student?  Yes  No
  - a. If yes, where are you currently a student? \_\_\_\_\_
  - b. If no, have you attended any school past high school?  Yes  No
  - c. For how long? \_\_\_\_\_ Where? \_\_\_\_\_

## References

List at least two personal or professional references. At least one needs to be from past work experience. The other can be non-work related but cannot be a relative.

1. Name: \_\_\_\_\_ Company & Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
2. Name: \_\_\_\_\_ Company & Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Employment History

We ask for ALL jobs within the last 6-years regardless of length of time employed. Attach additional sheets if necessary.

1. Company: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reason(s) for leaving (be specific): \_\_\_\_\_  
\_\_\_\_\_  
What did you do for the company? \_\_\_\_\_  
Do you currently still work here?  Yes  No If "yes", may we contact your employer?  Yes  No  
Were you able to provide a two week notice upon your leaving?  Yes  No

2. Company: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reason(s) for leaving (be specific): \_\_\_\_\_  
\_\_\_\_\_  
What did you do for the company? \_\_\_\_\_  
Do you currently still work here?  Yes  No If "yes", may we contact your employer?  Yes  No  
Were you able to provide a two week notice upon your leaving?  Yes  No

3. Company: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reason(s) for leaving (be specific): \_\_\_\_\_  
\_\_\_\_\_  
What did you do for the company? \_\_\_\_\_  
Do you currently still work here?  Yes  No If "yes", may we contact your employer?  Yes  No  
Were you able to provide a two week notice upon your leaving?  Yes  No

4. Company: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Reason(s) for leaving (be specific): \_\_\_\_\_  
\_\_\_\_\_  
What did you do for the company? \_\_\_\_\_  
Do you currently still work here?  Yes  No If "yes", may we contact your employer?  Yes  No  
Were you able to provide a two week notice upon your leaving?  Yes  No

## Transportation, Legal History, Drug & Tobacco 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 veterinarian's office? \_\_\_\_\_
3. Have you ever been convicted of a crime?       Yes       No  
*If yes, attach a document answering: number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, and sentence(s) imposed.*
4. Would you submit to a drug test prior to hiring?       Yes       No
5. If you are a smoker, can you work 8 straight hours without smoking?       NA       Yes       No  
*Pawtropolis employees are prohibited from smoking during a scheduled shift or on Pawtropolis property.*

## Supplemental Information

Use this section to write anything you'd like us to know as we review your application. Thanks for your interest in working with us!

## Agreement

*I sign stating that the information provided in this application is accurate. I understand that any false information found in this document would be grounds for termination if already hired. I have read the Animal Caretaker job description and I am signing that I am capable of handling all tasks described herein.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

***To be completed by current Pawtropolis Employee or Manager upon receiving application***

**Application accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Animal Caretaker Job Description

The goal of all Pawtropolis staff is to create an environment where dogs and cats are not only safe and healthy, but emotionally happy as well. We strive to make the most compatible playgroups and select only the most suitable dogs for daycare attendance. We will always provide all dogs with fresh water throughout the day and ensure that pets receive their appropriate food amounts at the proper times. We ensure well-mannered playgroups by enforcing a certain level of playroom etiquette. We do this by using firm, consistent and effective disciplining techniques that do not take away from their joy of attending daycare. Pets participating in traditional boarding are cared for on a more individual basis. We guarantee at least four potty breaks throughout the day and promise to keep their rooms clean, with fresh water always available. We offer a variety of Pet Perks and personally promise that every Perk is done when specified. We understand the importance of the extra things that add to an overall welcoming experience for each pet. Our goal is to have every pet excited to arrive at Pawtropolis and every customer trust us as they leave.

### **Animal Caretakers need to be physically capable of performing the following tasks:**

- Lift a 40lb dog into a tub raised 3' off the floor and carry a 40lb bag of dog food.
- Have the strength to walk a dog weighing up to 150lbs.
- Physical stamina to remain on feet for up to 7 hours while interacting with dogs and/or clients.
- Sweep, mop, and/or spray down approximately 4,500 square feet of animal care areas.
- Ability to deal with outside elements. Working with dogs in less-than-ideal weather conditions is required.
  
- **To excel at Pawtropolis, an employee needs at least the following characteristics:**
  - **Hardworking:** The job is very physical; all employees must be able to handle the physical responsibilities.
  - **Confidence with the Dogs:** Dogs are pack animals needing the guidance of a consistent leader. We can train how to handle the dogs, but confidence is something that cannot be trained. All employees should be comfortable working with dogs, even in small spaces. Animal Caretakers must be comfortable working with groups of dogs.
  - **Organizational & Time Management Skills:** All employees should have the ability to be able to multi-task, organize and understand their responsibilities for the day, and perform all tasks delegated to them in an efficient manner. People who lack organizational or time management skills will have difficulty with the job.
  - **Dependability:** Every employee at Pawtropolis plays a vital role. Pawtropolis employees are expected to be very dependable and self-sufficient, so they always arrive on time ready to work and need little guidance once training is complete.
  - **Eye for Detail:** Supervising dogs is more than just being in the room. Animal Caretakers need to recognize animal behaviors, what is normal and abnormal for each dog, and when something is wrong or out of place.
  - **Team Player:** Shifts are always run with a team of four or more. Employees must be able to work well as a member of this team.
  - **Responsibility:** There are many important tasks involved with the care of pets, such as recognizing health or behavioral issues, giving medications, and caring for special need dogs. Each employee needs to possess a high sense of responsibility and take pride in his or her work.
  
- **All Pawtropolis employees (unless otherwise specified) are required to perform at least the following tasks:**
  - **Basic Grooming:** All employees are expected to bathe dogs of all sizes and trim toenails.
  - **Cleaning:** All employees are responsible for keeping the animal care areas clean and sanitized.
  - **Organization:** All employees must keep track of pets' belongings (food, bedding, toys, etc.) and follow proper labeling and storage procedures. All paperwork and tasks should be completed in a timely, efficient manner.
  - **Customer Service:** Every employee understands the importance of good customer service and strives to uphold Pawtropolis's high standards for customer service.
  - **Feeding and Watering:** All employees are responsible for ensuring all animals are provided with fresh water. Animal Caretakers are responsible for ensuring that all animals are fed the correct food in the correct amounts.
  - **Playgroup Management:** Animal Caretakers need to learn animal behaviors and watch for "predictor signs" that would indicate a fight. You must have the confidence to discipline and control dogs weighing up to 150lbs.
  - **Supervision:** Animal Caretakers understand the importance of never leaving dogs in playgroups unattended. We take pride in our Playgroup Supervision Policy.