



Job Application

Name: _____ Date: _____
Address: _____
Phone: _____ Email: _____

Pet Care Qualifications

1. Why do you want to work for Serenity Dog Retreat? _____

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? _____

4. What, if any, experience do you have working with animals? (Attach additional sheets if necessary.) _____

5. 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. If you are applying for the **Animal Caretaker** position, mark each shift you can work in its entirety.

Monday:	<input type="checkbox"/> 7:30-11:30	<input type="checkbox"/> 2:00pm-6:00pm
Tuesday:	<input type="checkbox"/> 7:30-11:30	<input type="checkbox"/> 2:00pm-6:00pm
Wednesday:	<input type="checkbox"/> 7:30-11:30	<input type="checkbox"/> 2:00pm-6:00pm
Thursday:	<input type="checkbox"/> 7:30-11:30	<input type="checkbox"/> 2:00pm-6:00pm
Friday:	<input type="checkbox"/> 7:30-11:30	<input type="checkbox"/> 2:00pm-6:00pm
Saturday:	<input type="checkbox"/> 10:00am-3pm	
Sunday:	<input type="checkbox"/> as needed	

2. How many shifts/week would you prefer to work? _____ Are you flexible on weekends? _____
3. When can you start? _____



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

5. In the pet care 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: We cannot accommodate time-off during these periods.

New Year's Week: _____

Spring Break: _____

Easter Weekend: _____

Summer Break: _____

Month of July: _____

Fall Break: _____

Thanksgiving Week: _____

Christmas Week: _____

6. Select any reasons below that would cause you to leave Serenity Dog Retreat.

- 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.

7. If hired, how long do you plan to work at Serenity Dog Retreat? (For example; after graduation, after summer, etc.)

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? _____



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7. Are you interested in pursuing a career in the animal care, training, or veterinary industries? _____
- a. If yes, what are your career goals? _____
- _____
- b. If no, why does employment at Serenity Dog Retreat 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 and professional references. At least one needs to be from a past work experience. 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: _____ Company & Position: _____
Phone: _____ Email: _____
2. Name: _____ Company & Position: _____
Phone: _____ Email: _____

Employment History

We ask for ALL jobs within the last 10-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? _____



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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

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
Serenity Dog Retreat employees are prohibited from smoking during a scheduled shift or on the property.

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 job descriptions the Animal Caretaker: Daycare and Lodging and I am signing that I am capable of handling all tasks described herein.

Signature: _____ Date: _____
Printed Name: _____



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Job Description

Are you a self-motivated, high performer with a love and passion to care for dogs? Do you appreciate working in a beautiful, fun and professional work environment?

Serenity Dog Retreat may be the place for you! We offer premium boarding and daycare in a beautiful, historic home on 25 majestic acres for a low volume of dogs and with a high-touch and custom activity model for each dog.

All team members must be committed to excellence and create an environment where the dogs are safe, healthy and emotionally happy. All employees will go through a formal training program on canine education and safe off-leash group play.

We are looking for responsible and dependable people to join our small team!

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

- Clean twelve suites and move each bed in and out of the room weighing 40 lbs.
- Lift 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 animal care areas.
- Ability to deal with outside elements. Working with dogs in less-than-ideal weather conditions is required.

To excel at Serenity Dog Retreat, 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 will train how to handle the dogs, but confidence is something that cannot be trained. All employees should 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:** Being a part of a small business each employee plays a vital role. Serenity Dog Retreat employees are expected to maintain a positive and fun attitude, be very dependable and self-sufficient, 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.
- **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.



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- **All Serenity Dog Retreat 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 Serenity Dog Retreat's high standards for customer service.
 - **Feeding and Watering:** All employees are responsible for ensuring all animals are provided fresh water. Animal Caretakers are responsible for ensuring that all animals are fed the correct food in the correct amounts.
 - **Playgroup Attendant Leader:** The role of the leader of dogs playing in daycare is to keep all dogs physically & emotionally safe, facilitate a fun play time for each dog and engage and interact with the dogs in the play group. Only positive leadership tools will be used. This role requires enormous responsibility for the safety of the pets in your care, cell phone can only be used to take pictures.

***Must be at least 18 and love being outdoors**

Positions Available: Seasonal Part Time

Salary: \$8.50/hour

Must be available to work early mornings, holidays and weekends.

- Must pass background check and drug screening.
- Must have reliable transportation.
- High school diploma or GED required.

**Candidates can submit resume to
info@serenitydogretreat.com**

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