



Would you like to work with us?

IMPORTANT INFORMATION TO READ BEFORE FILLING OUT YOUR APPLICATION

Thank you for taking the time to fill out this application. We believe the individuals who make up K9 Club are the foundation upon which the ultimate success of our organization rests, so finding the right employees is extremely important to us.

Regarding whichever position, you are applying for at K9 Club, we want you to know that working at K9 Club is not like working at most other places. It requires an individual with the desire and determination to provide the highest level of service to pet parent's and the pets whom they have entrusted to our care.

Our business is seasonal in nature, so you can expect your hours to vary according to the facility's needs. Your dependability in this area is critical. If you are not capable of being flexible, this is not the job for you.

If you do not have a genuine love for animals, this is not the job for you. We are seeking mature individuals who understand and accept the responsibilities we place on them. Sitting around playing with puppies all day will not be any employee's job description at K9 Club. You will be expected to fulfill all duties as outlined in your job description. These duties may include cleaning up after the animals, feeding them, administering medications, and providing comfort and security to every pet placed in our care. This requires a great deal of hard work and dedication.

During your employment with K9 Club, be aware that you will at times be exposed to loud noises, chemicals, a variety of zoonosis, and the ever-present risk of being scratched, bitten or mauled. These are potential hazards you face and accept when working here.

You will be expected to perform any task we require of you. We will try to make the best use of your skills and experience, but no one is exempt from what you may perceive as a mundane or unpleasant chore. Floors need to be mopped, kennels cleaned, dishes washed, and trash cans emptied. If you get ill at the thought of cleaning up diarrhea or vomit, then this is not the job for you. If you are not able to pick up a 50-lb. bag of dog food this is not the job for you. If you are allergic to animal hair or sensitive to chemicals, this is not the job for you. It is understandable if you can't commit to these requirements.

We are looking for mature, responsible individuals. You must be reliable, patient, intelligent, and capable of independent action. We take our profession very seriously. If you wish to work here, then you must too. If you can commit to these requirements, please proceed with filling out this application.

Please Print

K9 Club (herein referred to as "EMPLOYER") provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, height, weight, status as a covered veteran in accordance with applicable federal, state and local laws or any other characteristic covered by federal, state or local law.

**Please ensure that you complete this application in its entirety.
Failure to do so could disqualify you from further consideration.**

Applicant Information

Last Name		First		Date
Street Address				
City			State	ZIP
Phone		E-mail Address		
Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, driver's license #	
License Type:		Expiration Date:		State Issued:
How were you referred to us?			Name of source	
Are you at least 18 years of age? If no, you may be required to provide a work authorization.		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, year of conviction:	
Please provide a description of the offense:				



If this box is checked, a criminal background check will be required for this position. Many criminal background checks are required by law, administrative rule, contract or job necessity. Please note that the presence of a criminal background does not automatically disqualify a candidate for a position. A full and independent review of each applicant against the requirements of the position will be conducted to determine if the candidate remains qualified for the position.

What kind of work would you like to do?

FULL TIME	<input type="checkbox"/>	PART TIME	<input type="checkbox"/>	TEMPORAY?	<input type="checkbox"/>	UNTIL WHEN ____/____/____	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

When are you available to begin working?

Do you have any commitments to another employer that might affect your employment with us?

Are you applying for a specific job opening? If so, please specify.

What are your pay/salary requirements?

Education

High School	Name			Address			
Years Attended		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College	Name			Address			
Years Attended		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other	Name			Address			

Years Attended		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
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Please put your work history from the last seven (7) years here. "See resume" is not an option. We need the data here too please. Attach additional sheets if necessary.

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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Are you eligible for rehire?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	May we contact this employer for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving			
Are you eligible for rehire?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	May we contact this employer for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary	\$	Ending Salary	\$
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Responsibilities

From	To	Reason for Leaving			
Are you eligible for rehire?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	May we contact this employer for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary	\$	Ending Salary	\$
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Responsibilities

From	To	Reason for Leaving			
Are you eligible for rehire?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	May we contact this employer for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please answer the following true/false questions

1. I enjoy seeing the sunrise.	<input type="checkbox"/> True	<input type="checkbox"/> False
2. I'm always bright-eyed and bushy-tailed.	<input type="checkbox"/> True	<input type="checkbox"/> False
3. I can work many hours in December.	<input type="checkbox"/> True	<input type="checkbox"/> False
4. I can work holidays.	<input type="checkbox"/> True	<input type="checkbox"/> False
5. I enjoy working with customers.	<input type="checkbox"/> True	<input type="checkbox"/> False
6. I can work the weekends.	<input type="checkbox"/> True	<input type="checkbox"/> False
7. I enjoy working in the evenings.	<input type="checkbox"/> True	<input type="checkbox"/> False
8. I get along well with co-workers.	<input type="checkbox"/> True	<input type="checkbox"/> False
9. I own pets.	<input type="checkbox"/> True	<input type="checkbox"/> False

I can do the following well

<input type="checkbox"/> Talk on the phone	<input type="checkbox"/> Strong follow-through skills	<input type="checkbox"/> Be a quick learner
<input type="checkbox"/> Pay attention to details	<input type="checkbox"/> Macintosh and/or PC skills	<input type="checkbox"/> Work outside
<input type="checkbox"/> Work under stress and deadlines	<input type="checkbox"/> Work with cash registers	<input type="checkbox"/> Work in warm weather
<input type="checkbox"/> Multi-task	<input type="checkbox"/> Cook	<input type="checkbox"/> Work in cooler weather
<input type="checkbox"/> Handle heavy lifting (up to 50-lbs)	<input type="checkbox"/> Handle multi-line phones	<input type="checkbox"/> Work will with others
<input type="checkbox"/> Good people skills	<input type="checkbox"/> Use email and internet	<input type="checkbox"/> Work with animals
<input type="checkbox"/> Be on my feet for 8+ hour shift	<input type="checkbox"/> Problem solve	<input type="checkbox"/> Have patience

Please answer the following questions:

1. K9 Club is a high-volume business with a work day that can be long and stress-filled. What makes you believe you can perform well and excel under these working conditions?

2. K9 Club is a very service-oriented business. What does giving great service mean to you?

3. Describe a real incident when you were treated rudely as a customer. How would you have handled the situation differently if you were the employee?

4. What experience and knowledge do you hope to gain from working at K9 Club?

5. What experience do you have working with animals?

6. When we check your references what do you think they will name your greatest strength? Greatest weakness?

7. Write out an example of a daily evaluation of one of our daycare dogs days (For example, Lincoln played great with Max today. Lincoln ate all his food and slept the entire time during nap hours.)

8. As an employee, what do you expect from the owners and managers of K9 Club?

References

Please list two professional references.

Full Name		Relationship	
Company		Phone	
Address			

Full Name		Relationship	
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Company		Phone	
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Address			
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Please list two personal references (not relatives)

Full Name		Relationship	
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Company		Phone	
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Address			
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Full Name		Relationship	
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Company		Phone	
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Full Name		Relationship	
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Company		Phone	
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Address			
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Full Name		Relationship	
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Company		Phone	
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Address			
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Agreement – please read carefully & sign

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true to the best of my knowledge. I also agree that falsifying information or omitting information may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current employer, and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision. This includes K9 Club's ability to obtain a report of my credit history, driving record, and other information that may be necessary in making an employment decision.

K9 Club (herein referenced to as "EMPLOYER") is an equal opportunity employer. EMPLOYER does not discriminate in employment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, height, weight, status as a covered veteran in accordance with applicable federal, state and local laws or any other characteristic covered by federal, state, or local law.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for EMPLOYER to hire me. If I am hired, I agree that my employment is "at will" and I understand that either EMPLOYER or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of EMPLOYER (other than the CEO) has the authority to make any assurance to the contrary, which must be in writing, signed by the CEO and myself.

I acknowledge that any offer of employment may be contingent on the results of a background check satisfactory to EMPLOYER. I attest with my signature below, that I have given EMPLOYER true and complete information on this application. No requested information has been concealed. I authorize EMPLOYER to contact references provided and to verify all listed employment. If any information provided is untrue, or I have concealed material information, I understand this will constitute cause for denial of employment or immediate dismissal.

Michigan law requires employers to make reasonable accommodations to qualified handicapped applicants and employees where the employee makes their need known to the employer, requests accommodation and such accommodation does not impose an under hardship on the employer. With respect to State of Michigan Persons with Disability claims, persons with disabilities and applicants must request an accommodation of their handicap by notifying the employer in writing of the need for accommodation within 182 days of the date the person with the disability knows or reasonably should know that an accommodation is needed. Failure to notify in advance will preclude any claim that the employer failed to accommodate the person with a disability under state law; however, this does not waive your rights under the Americans with Disabilities Act of 1990, as amended.

By signing below, I agree and understand that I have 300 days with which to file a charge of discrimination with the Equal Opportunity Commission arising out of my employment, application for employment or termination of employment. I agree that any other action or suit that I may bring against EMPLOYER arising out of or relating to my employment, application for employment or termination of employment must be brought within 180 days of the event giving rise to claim or be forever barred. I waive any longer limitations periods that may apply in those circumstances but I retain the right to file a charge of discrimination with the EEOC as stated above. This reduced limitation period is contractual in nature and may not be unilaterally modified by myself or EMPLOYER.

Signature

Date