

BEST FIDO FRIENDS, LLC

Employment Application



Pack Leader Responsibilities include but are not be limited to the following:

- 🐾 Monitor dogs for safety in an open play environment.
- 🐾 Actively Lead dog groups in group learning & play activities.
- 🐾 Provide exceptional service to clients and prospective clients.
- 🐾 Feed, water, and administer medication to dogs.
- 🐾 Conduct facility tours, answer phone calls, and assist with dog bathing and nail care.
- 🐾 Clean up after dogs and keep a clean dog play area, remove/cleanup pet waste promptly.
- 🐾 Maintain clean Kennels
- 🐾 Perform general housekeeping duties as assigned.

Pack Leader Required Skills, and Qualifications

- 🐾 Must be 18+ years
- 🐾 Dog Handling experience a plus
- 🐾 Ability to learn and/or demonstrate understanding of dog behavior and body language.
- 🐾 Must love dogs and demonstrate no fear across all breeds and sizes.
- 🐾 Must possess excellent communication & leadership skills and be comfortable with both pets and people.
- 🐾 Must have a great attitude while being detail oriented, trustworthy, punctual, and responsible.
- 🐾 Must be available to work weekends and holidays.
- 🐾 Must have solid computer skills with an aptitude for learning our pet reservation software system.
- 🐾 Must be physically able to lift 50 pounds.
- 🐾 Must have reliable transportation

Front Desk Attendant Responsibilities include but are not limited to the following:

- 🐾 Monitor dogs for safety in an open play environment.
- 🐾 Stand in for pack leader when needed.
- 🐾 Provide exceptional service to clients and prospective clients.
- 🐾 Feed, water, and administer medication to dogs.
- 🐾 Conduct facility tours, answer phone calls, and assist with dog bathing and nail care.
- 🐾 Scheduling Clients
- 🐾 Checking In/Out Dogs
- 🐾 Keep a clean reception area

Receptionist Required Skills, and Qualifications

- 🐾 Must be 18+ years
- 🐾 Dog handling experience a plus
- 🐾 Must love dogs and demonstrate no fear across all breeds and sizes.
- 🐾 Must possess excellent communication & leadership skills and be comfortable with both pets and people.
- 🐾 Must have a great attitude while being detail oriented, trustworthy, punctual, and responsible.
- 🐾 Must have strong computer skills with an aptitude for learning our pet reservation software system.
- 🐾 Must be self-motivated, organized and able to multi-task in a fast-moving environment.
- 🐾 Must have good oral and written skills.
- 🐾 Must be physically able to lift 50 pounds.
- 🐾 Must have reliable transportation.

APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
Date Available			Desired Salary			
Position Applied for						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, 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, explain			

EDUCATION

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

REFERENCES

Please list three professional references.

Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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