

# Dragonfly Exotic Pet Boarding & Spaw



## Job Application Packet

# CAUTION PLEASE CONSIDER FIRST:

Thank you for your interest in Dragonfly Exotic Pet Boarding, However; we have found that in the past, many applicants have had an unrealistic view of what working in a pet kennel/daycare involves.

## Please Read Carefully Before Applying for Employment:

First, understand the primary purpose of this facility is to care for other people's pets when they go to work or on vacation. This means, during summer and all holidays are our busiest times. **THERE WILL NOT BE TIME OFF DURING THESE PERIODS!** Consider this important fact. If you need to spend **CHRISTMAS** or other Major Holidays with your family, this may not be the job for you. In addition, this business is seasonal in nature, you can expect work hours and days to vary according to facility needs. The pets must be cared for 7 days a week, 24 hours a day, so weekend work and evening work is a probability. We realize working under these conditions can be pretty difficult for some people, but that is the nature of the business and your **DEPENDABILITY** in this area is critical. If you don't think you can be flexible, you should reconsider employment in an animal care facility.

You must have a genuine love for animals, but keep in mind that we are seeking people who are mature and understand the responsibilities we will place on them. You will **NOT** be paid to sit around and play with puppies and kittens all day. You will be responsible for cleaning up after them, feeding them, administering medications and seeing to their comfort and security. This requires a lot of hard work, maturity and dedication.

When working around animals you will be exposed to: filth, loud noises, cleaning chemicals, a variety of parasites and zoonoses (medical ailments that people can acquire from animals) and the ever present risk of being bitten, scratched or mauled. These are the potential hazards you face and accept when working with animals.

You should also consider--with very few exceptions--there are **NO** specialists at Dragonfly Boarding. You will be expected to perform any task required of you. We will try to make the best use of your skills and experience, but don't expect to be exempt from the more mundane and unpleasant chores that need to be performed. Floors need to be mopped, cages cleaned, trash cans emptied, and feces picked up. If you feel ill at the thought of cleaning up diarrhea or vomit, then animal care is not for you. You may be asked to lift a 50 pound bag of animal food by yourself, if this is a problem for you, please reconsider applying for employment. If you are allergic to animal hair or dander, are sensitive to chemicals, now is the time to reconsider submitting an application.

We are looking for mature, patient, reliable, intelligent, responsible and capable of independent action individuals.

We take this profession of animal care very serious, if you wish to work with Dragonfly Exotic Pet Boarding, then you must too. When you are ready to make this commitment, then please proceed by filling out this **Job Application Packet**.

I, \_\_\_\_\_, understand and agree to the conditions stated above, and wish to be considered a candidate for employment.

Date \_\_\_\_\_

*Job Application Packet*

Please fax: 907.892.5105 or drop/mail application to P.O. Box 770228 Eagle River AK 99577

# **Technician Job Application**

## **PERSONAL INFORMATION:**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Other: (\_\_\_\_) \_\_\_\_\_

Are you eligible to work in the United States? ☐ Yes ☐ No

Are you over 18? ☐ Yes ☐ No

If N-- do you have an employment/age certificate? ☐ Yes ☐ No

Have you been convicted or plead no contest to a felony within the last five years? ☐ Yes ☐ No

If Y-- please explain: \_\_\_\_\_

## **POSITION/AVAILABILITY:**

*Position Applying For:*

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Master Groomer                                  | <input type="checkbox"/> Receptionist                    | <input type="checkbox"/> Veterinary Technician  | <input type="checkbox"/> Head Kennel Technician |
| <input type="checkbox"/> Groomer/cat/dog/bird/rodent/reptile/mini equine |  |   | <input type="checkbox"/> Bath Hygienist         |
| <input type="checkbox"/> Kennel Technician/driver                        | <input type="checkbox"/> Kennel Technician               | <input type="checkbox"/> Animal Care Technician |   |
| <input type="checkbox"/> Domestic Pet Dietitian/Nutritionist             | <input type="checkbox"/> Building Maintenance Technician |   |   |
| <input type="checkbox"/> Animal Care Technician/equine                   | <input type="checkbox"/> Kennel Technician/equine        | <input type="checkbox"/> Pet Trainer dog/cat    |   |

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# **Job Application**

## **Days/Hours Available:**

Monday : am/pm	Tuesday : am/pm	Wednesday : am/pm
Thursday : am/pm	Friday : am/pm	Saturday : am/pm
Sunday : am/pm		

☐ Full-time

☐ Part-time

☐ Seasonal

☐ 1<sup>st</sup> Shift (aprox.7am – 3pm)

☐ 2<sup>nd</sup> Shift (aprox.3pm – 11pm)

☐ 3<sup>rd</sup> Shift (aprox.11pm – 7am)

☐ Management Shift 8:00am – 5:00pm

What date are you available to start? \_\_\_\_\_

## **EDUCATION:**

Name and Address of College – Trade School – Online School	Degree/Diploma	Graduation Year
1.	<input type="checkbox"/> Y <input type="checkbox"/> N	19__ / 20__
2.	<input type="checkbox"/> Y <input type="checkbox"/> N	19__ / 20__
3.	<input type="checkbox"/> Y <input type="checkbox"/> N	19__ / 20__
4.	<input type="checkbox"/> Y <input type="checkbox"/> N	19__ / 20__

## **Qualifications -- Licenses, Skills, Training, Intern:**

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## **Animal Exposure Specialty Skills -- Pets, Breeds, Species, Certificates:**

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# **Job Application**

## **EMPLOYMENT HISTORY:**

Present/ Last Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Position Title: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

☐ Salary: \$ \_\_\_\_\_ ☐ Hourly: \$ \_\_\_\_\_ ☐ Commission: \_\_\_\_\_ %

Reason for Leaving: \_\_\_\_\_

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## **Previous Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Position Title: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

☐ Salary: \$ \_\_\_\_\_ ☐ Hourly: \$ \_\_\_\_\_ ☐ Commission: \_\_\_\_\_ %

Reason for Leaving: \_\_\_\_\_

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# **Job Application**

## **Previous Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Position Title: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

☐ Salary: \$ \_\_\_\_\_ ☐ Hourly: \$ \_\_\_\_\_ ☐ Commission: \_\_\_\_\_ %

Reason for Leaving: \_\_\_\_\_

## **May We Contact Your Present Employer?**

☐ Yes

☐ No

If No Reason: \_\_\_\_\_

## **Non-family References:**

<b>Name:</b>	<b>Title:</b>	<b>Phone:</b>
1.		( )
2.		( )
3.		( )

## **WARNING**

Animal Activity is inherently dangerous and animals have: a) the propensity of the animal to behave in ways that may result in injury, harm, or death to persons on or around them; b) the unpredictability of the animal's reaction to outside stimulation such as sounds, sudden movement, and unfamiliar objects, persons, or other animals; c) interactions with other animals or objects; d) or the potential of a participant to act in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the animal or not acting within his or her ability. An animal owner or animal professional is not liable for an injury to or the death of a participant in animal activities resulting from the inherent risks of animal activities.

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

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

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## PLEASE NOTE

Under the provision of the Immigration and Reform Act of 1986, the successful candidate will be required to provide proof of employment eligibility.

Dragonfly Exotic Pet Boarding is an Equal Opportunity Employer that does not discriminate on the grounds of race, religion, national origin, marital status, disability and or class protection by law.

Dragonfly Exotic Pet Boarding will require a background check & drug test prior to employment.

## MINIMUM QUALIFICATIONS

A high school diploma or General Education Development (G.E.D.) certificate.

\*Please gather all certificates, certifications and proof of qualification to present at interview\*

## OTHER REQUIREMENTS

**Licenses and Certificates:** All positions require a valid Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

**Licenses and Certificates:** All positions require a valid \*\*Human CPR First Aid certification at the time of application. Failure to maintain the required licensure shall be grounds for termination.

**Licenses and Certificates:** All positions require a valid \*\*\*Pet CPR/CPCR First Aid certification at the time of application. Failure to maintain the required licensure shall be grounds for termination.

**Special Notice Items:** Within nine months of appointment, employees must receive current tetanus.

All employees selected for this classification will be initially hired and classified as Level I with progression to Level II and Level III upon satisfactory completion of appropriate training and certification designation by the appointing authority.

**\*\* For Human First Aid Certifications please attend online classes at: <http://www.onlinecprcertification.net>**

**\*\*\* For Pet First Aid Certifications please attend online classes at: <https://www.petfirstaidonline.com>**

For Equine First Aid and Emergency Planning Certifications please attend online classes at:

<http://www.equineu.com/courses/index.php>

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