

Kennel Assistant or Receptionist Position

If you have a passion for working with animals, and all things associated with their care and well-being, then this may be the position for you. **There is a STRONG emphasis on teamwork and customer service.** Some of the Kennel Assistant and Receptionist duties are as follows.

- Playing with and interacting with pets of ALL sizes, breeds, and temperaments both indoors and outdoors.
- Being attentive to the individual needs of the pets in our care.
- Feeding and medicating pets.
- Keeping pets clean.
- Keeping the facility clean.
- Logging all appropriate information in individual charts.
- Ability to handle and restrain animals using appropriate procedures.
- Ability to walk animals. Some may want to pull you, so you must maintain control.
- Physical activities that require bending, lifting, standing, stooping, and working in ALL weather conditions.
- Regular attendance and timeliness are essential. Must have reliable transportation.
- Strong communication and customer service skills. Tact and diplomacy is required.
- Ability to work with customers and pets in a professional, friendly, hospitable manner.
- Ability to gather all appropriate information on guests, obtain required owner signatures, and explain policies/procedures/pricing to customers.
- Ability to answer phones, return messages, respond to emails, prepare invoices, receive payments, etc.
- Teamwork: Work and communicate well with all team members, as we all work to share the common goal of customer service and pet care excellence.
- Must have a cheerful and positive attitude, professional appearance, and be self-motivated.
- Desire to grow and build on skills/abilities.

Applicants MUST be available weekends, holidays, and during school breaks, as these are our busiest times (doesn't necessarily mean you will or will not work every weekend).

Positions may be part or full time. Pay is dependent upon experience. Selected candidates must have a cheerful and positive attitude, professional appearance, and be extremely self-motivated.

The animal care industry is not the most lucrative employment; therefore, our staff must have a strong desire to serve our customers, both pet and human. Please take this into consideration before submitting an application.

By signing below, you are indicating you have read, understand, and agree to the requirements listed above. You understand this list is not all-inclusive but gives you a general overview of what is expected in our available positions.

Print Name

Signature

Date

Notice To Applicant

Thank you for your interest in employment with this facility. Please complete the following application in full. Incomplete applications may not be reviewed. If it is found any information on the application is inaccurate at any time after you have accepted employment with this facility, this will be grounds for immediate termination. We will be conducting background checks of the selected candidate. In addition, if you are selected for employment with this facility, you may be subjected to random drug screenings. Employment with Creature Comforts Kennels, LLC is at-will; employment and compensation can be terminated, with or without cause, and with or without notice, at any time. Employees are also required to complete a 90-day probationary period.

Creature Comforts Kennels LLC. does not discriminate based on age, race, and/or gender.

Please sign below to acknowledge that you have read and understand the above notice.

Signature

Date



Creature Comforts Kennels, LLC.
 13191 Old Nashville Hwy
 Smyrna, TN 37167
 creaturecomfortskennels.co

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City _____ State _____ ZIP Code _____

Phone () _____ Maiden Name: _____ N/A

Cell: () _____

Work: () _____ E-mail Address: _____

Date of Birth: _____ Social Security No.: _____ Drivers License No: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO Date Available. _____

If yes, explain: _____

Applying For

- Full Time
- Full Time -- Temporary
- Flexible Hours/On Call
- Part Time
- Part Time -- Temporary
- Weekends

Position Applying For

- Clerical/ Receptionist
- Animal Care/ Kennel Assistant
- Other: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____ GED Yes No

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Qualifications & Special Skills

- Multi-Line Phones
- Computers
- Pet Care Experience
- Typing WPM= _____
- Customer Service
- Accounting
- Clerical
- Office Equipment/ Fax Machine
- Cash Drawer/ Cashier Experience
- Other: _____

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 NO

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 NO

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 NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

EMPLOYMENT APPLICATION QUESTIONNAIRE

HAVE YOU EVER WORKED IN THE PET CARE INDUSTRY? Yes No

DO YOU ENJOY MEETING THE PUBLIC? Yes No

DO YOU USE ILLEGAL DRUGS? Yes No

DO YOU HAVE YOUR OWN PERSONAL VEHICLE? Yes No

WOULD YOU HAVE ANY DIFFICULTY LIFTING A 55-POUND DOG? Yes No

DO YOU OWN ANY PETS ?

Please List: 1. _____
2. _____
3. _____
4. _____

HAVE YOU EVER BEEN DISCHARGED BY AN EMPLOYER? Yes No

If Yes Give: Employer: _____
Address: _____ Phone: _____
Reason For Discharge: _____

WHAT SALARY & FRINGE BENEFITS WOULD YOU EXPECT AFTER 1 YEAR EMPLOYMENT?

WHY DO YOU WANT TO WORK? _____

WHY SHOULD YOU BE SELECTED FOR THE NEXT AVAILABLE OPEN POSITION? _____

ARE YOU WILLING TO WORK APPROXIMATELY 3-4 HOURS ON ALL HOLIDAYS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DO YOU EXPECT TO BE OUT OF TOWN ON ANY SPECIFIC HOLIDAYS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes.....When? _____		
ARE YOU AVAILABLE TO WORK DURING RUTHERFORD COUNTY SCHOOL BREAKS, SUCH AS BUT NOT LIMITED TO, SPRING & FALL BREAK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE YOU COMFORTABLE WORKING IN A VARIETY OF WEATHER CONDITIONS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE YOU COMFORTABLE POTENTIALLY BEING ON YOUR FEET ALL DAY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE YOU COMFORTABLE WITH PHYSICAL LABOR?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE YOU COMFORTABLE WORKING WITH ALL BREEDS, SIZES, & TEMPERAMENTS OF PETS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO.....Why not? _____		
ARE YOU COMFORTABLE CLEANING UP FECES, URINE, VOMIT &/OR BLOOD?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO.....Please Explain? _____		
OUR NORMAL WORK HOURS ARE 7:30 AM-5:00 PM (+/-) EACH DAY OF THE WEEK. WHAT DAYS & HOURS ARE YOU AVAILABLE? IF NOT AVAILABLE CERTAIN DAYS OR TIMES, PLEASE EXPLAIN WHY?		
ARE YOU WILLING TO ACCEPT AN ENTRY LEVEL POSITION WITH ENTRY LEVEL PAY, IF YOU HAVE OPPORTUNITY FOR ADVANCEMENT?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Disclaimer and Signature

CERTIFICATION STATEMENT:

THIS APPLICATION DOES NOT CONSTITUTE A WRITTEN EMPLOYMENT AGREEMENT.

IN THE EVENT THAT THE APPLICANT AGREES TO ACCEPT A POSITION WITH THE COMPANY, THE APPLICANT AGREES THAT THE EMPLOYMENT RELATIONSHIP BETWEEN THE COMPANY AND THE EMPLOYER IS AN AT-WILL RELATIONSHIP AND THAT THE EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE COMPANY OR THE EMPLOYEE.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT. IF THE COMPANY DETERMINES THAT ANY OF THE INFORMATION SUBMITTED IN THIS APPLICATION IS FALSE, I SHALL BE IMMEDIATELY DISQUALIFIED FROM CONSIDERATION FOR EMPLOYMENT AND/OR DISCHARGED FROM EMPLOYMENT IN ACCORDANCE WITH COMPANY POLICY.

I HEREBY GRANT PERMISSION TO THE COMPANY TO INVESTIGATE THE INFORMATION CONTAINED IN THIS APPLICATION AND RELEASE THE COMPANY AND ANY AGENTS OR OTHER PERSONS ACTING ON BEHALF OF THE COMPANY FROM ANY AND ALL LIABILITY RELATING TO ANY INVESTIGATION OF THE INFORMATION CONTAINED IN THIS APPLICATION. I ALSO HERBY GRANT PERMISSION FOR THE COMPANY OR ITS AGENTS TO CONDUCT BACKGROUND CHECKS ON ME WITH LAW ENFORCMENT AND OTHER GOVERNMENT AGENCIES IF MY APPLICATION IS REVIEWED FOR POSSIBLE HIRE.

Signature:		Date:	
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