

# Notice To Applicant

Thank you for your interest in employment with this facility. Please complete the following application in full (total of 4 pages, front and back). 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.

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Signature

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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 Liscence 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 ☐ Other: \_\_\_\_\_  
☐ Animal Care/ Kennel Assistant

### 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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU EXPECT TO BE OUT OF TOWN ON ANY SPECIFIC HOLIDAYS? YES ☐ NO ☐

If Yes, When? \_\_\_\_\_

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

**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: