



Dear Applicant,

Thank you for your interest in working at Floofins & Co. We are always excited to meet other pet lovers!

After reviewing and completing the following application, mail the packet back to us. We will contact you for an interview if you seem like the right person for the job.

Please note, applicants must be at least 18 years old and make a commitment of service for a minimum of one year. A background check and drug test are also required to secure employment.

Please complete the following steps to insure a complete application:

1. Read the job description detailing the position(s) that interest you.
2. Sign each description acknowledging your understanding of each job and your agreement to provide those services should you be hired.
3. Fill out the application for employment.
4. Mail the filled out applications and signed job descriptions to:

HR at Floofins & Co.
205 E. Butterfield Rd. #442
Elmhurst, IL 60126

We look forward to receiving your response.

Sincerely,

A handwritten signature in black ink that reads "Kristin Skelton".

Kristin Skelton
Owner + Manager, Floofins & Co.

Application for Employment

Position(s) applying for: _____

First Name: _____ Middle Name*: _____ Last Name: _____

Street Address: _____

City/State: _____ Zip Code: _____

Phone Numbers; h: _____ w: _____ c: _____

E-mail address: _____

Which is the best number to reach you on? Home Cell

Do you check email at least once a day? Yes No Date you can start: _____

Do you have any credit, criminal, or driving offenses? If yes, please explain on back.
(We will do a criminal and background check on you before we hire you)

Can we do a criminal and background check on you and request a drug test? Yes No

Sign here to give your authorization _____

Social Security No.* _____ Birthdate* _____

Do you have reliable transportation? Yes No Do you have daily internet access? Yes No

Do you have any physical limitations that would hinder your performance in the position applied for? (if yes, explain) _____

Do you own any pets? Yes No

If yes, state types: _____

Have you done any pet care in the past? State details: _____

Educational History

Last level of schooling achieved _____

Pet Sitting References

Name: _____ Phone Number: _____

Type of Pets/Visits _____

Name: _____ Phone Number: _____

Type of Pets/Visits _____

In Case of Emergency Notify

First Name: _____ MI: _____ Last Name: _____

Relationship: _____

Phone Numbers; h: _____ w: _____ c: _____

Previous Job Experience

Please list your present employer, and last 2 previous employers and how long at each job.

Employer/Contact: _____ Phone Number: _____

How Long/Why Left? _____

Employer/Contact: _____ Phone Number: _____

How Long/Why Left? _____

Employer/Contact: _____ Phone Number: _____

How Long/Why Left? _____

May I contact the above employers for a reference? Yes No

Your Interest in Floofins & Co.

Which job types are you interested in? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Pet Sitting Visits | <input type="checkbox"/> Poop Scoop |
| <input type="checkbox"/> Overnight Visits | <input type="checkbox"/> Boarding In My Home |
| <input type="checkbox"/> Dog Walking | <input type="checkbox"/> Dog Staging |
| <input type="checkbox"/> Pet Taxi | <input type="checkbox"/> Pet Wedding Attendant |

Which service zone are you interested in?

- | | | |
|--|---|--|
| <input type="checkbox"/> Elmhurst Area | <input type="checkbox"/> Wheaton Area | <input type="checkbox"/> Naperville Area |
| <input type="checkbox"/> LaGrange Area | <input type="checkbox"/> Woodridge Area | <input type="checkbox"/> Oak Park Area |

Are you available over all holidays including New Years Eve, New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day? Yes No

If no, which holidays can you NOT work? _____

*Information will be used only for the purpose of running a background check

Please write down the hours you are available. Floofins & Co. working hours occur between the hours of 6 a.m. and 10 p.m. This will give us a better idea of how we can work together.

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

List 3 words that would describe why you would make a great pet sitter or dog walker:

1: _____ 2: _____ 3: _____

Are you available for at least six consecutive months? Yes No

If no, why not? _____

Do you have another job/source of income? Yes No What? _____

How many hours per week do you work at your present job? _____/per week.

Please check what animals you feel comfortable and/or have experience caring for:

Dogs: _____

Cats: _____

Rabbits: _____

Birds: _____

Reptiles (any issues with Snakes?): _____

Small and Furry (hamsters, guinea pigs, mice etc.): _____

How much do you wish to make per week performing pet care services?

\$ _____/week (Please put an actual dollar amount. This will help us both determine if the job is right for you.)

Please tell us why you are interested in pet visits, dog walking and/or pet sitting:

By signing below I agree that the above information is accurate:

Signature _____ Date _____

*Information will be used only for the purpose of running a background check

Pet Sitting/Overnight Pet Sitting Job Description

- Floofins & Co. will assign you to an upcoming client request through our online system. We will set up an interview time for you to meet the client if you have not already met them perviously.
- Clients will be required to fill out their online profile and forms BEFORE the initial consultation. Additional notes should be taken during the interview. Be sure to ask questions about things that aren't clear to you. Information attained must be entered into the company database so all employees have access should a sub be required.
- Visit times are generally 30 minutes for a regular pet sit. For each additional dog in the family we will add on 15 additional minutes to ensure you have adequate time to complete your work and still have time to provide appropriate TLC. "Almost Overnight" visits consist of 3 hours in the evening and an additional hour in the morning. Overnight visits consist of a full sleep over. You must be willing to take on all types of assignments.
- The time will be spent walking the dogs, feeding the animals, cleaning up any messes you (or they) have made, scooping the litter box daily, mail and newspaper pickup, trash removal and doing any light watering for indoor/outdoor plants. If you have time left over you can just sit with the dogs and/or cats and play with and pet them.
- You will be required to check in by 10:30 p.m. on days you are scheduled to confirm that everything went well.
- You will also be required to fill out a daily diary and send an end of day e-mail/video update to each owner upon request. All daily updates must be sent/completed by 10:30 p.m. You must be comfortable using a small video camera on the job.
- Pet sitting visits are usually done at roughly the same time each day to keep continuity for the animals. Most cat visits are once a day. Dogs range from 2-4 visits per day. Most pet sit "assignments" are 1 week or more but some may just be over a weekend. Pet sitters must be available for both types of assignments.
- You will be given a key to the client's home. Please keep the keys safe on your person to avoid lockouts.
- Please also respect client confidentiality. Do not bring your friends or children to the house or tell anyone that a particular client is away.
- Due to the bonding that occurs between sitter and animal we require at least a six month commitment to working with our company on an ongoing basis for any position with Floofins & Co.. Please let us know if you have any questions about this or are not able to commit to working ongoing with us for the next six months.

I have read, am aware of, and agree to the expectations of this position should I become employed with Floofins & Co.

Sign _____ Date _____

Print Name _____

Dog Walker Job Description

- You will first go to an initial interview to meet the owner and dog(s) to see if it is a good fit for you.
- Floofins & Co. does not herd walk. You will only be walking multiple dogs if they are from the same family.
- Even when it is raining or snowing dogs still need to go out. Do you have rain/snow gear that will keep you dry? Do you feel comfortable driving/walking in the rain/snow?
- If dogs get dirty on hike or walk please hose them off and towel dry them (owners will provide towels) before putting them back in house. Always wipe paws clean and check for any paw injuries that may have been attained on the walk.
- A flexible window of time will be given to you in which to walk the dog. This usually is a 3-hour window of time during mid-day or evening hours (11 a.m. to 2 p.m. are the usual mid-day dog walk times 4 p.m. to 7 p.m. are usual evening times).
- You will be given a key to the client's home. Please keep the keys safe and on your person to avoid lockouts.
- Occasionally clients are home sick or taking a day off at home. Please be aware that even if you don't see a client that a client may be home. Always announce yourself by calling the dogs name when entering the home. You must be comfortable running into clients.
- Even if you are walking a very friendly dog (and most of them are) remember that some of the dogs you will see on the walk are NOT friendly. Keep the dog you are walking away from other dogs.
- All dogs must be kept on leash on walks.
- Due to the bonding that occurs between sitter and animal we require at least a six month commitment to working with our company on an ongoing basis for any position with Floofins & Co. Please let us know if you have any questions about this or are not able to commit to working ongoing with us for the next six months.

I have read, am aware of, and agree to the expectations of this position should I become employed with Floofins & Co.

Sign _____ Date _____

Print Name _____

Pet Taxi Job Description

- Pets will book rides at various times during the day for things like drop off and pick up from the groomer, daycare, the vet, etc.
- Pet taxi drivers must be able to track their mileage and wait time and submit timely reports in order to invoice clients correctly.
- Please be aware that dogs may shed hair in your car and/or may track mud in during the rainy season. A heavy blanket and towels are good items to bring with you to protect your car.
- Windows must remain at a safe setting (i.e. not low enough for a dog to jump out).
- Dogs must never be left unattended in a vehicle.
- Pet restraints will be provided and must be used at all times.

I have read, am aware of, and agree to the expectations of this position should I become employed with Floofins & Co.

Sign _____ Date _____

Print Name _____

Poop Scoop Job Description

- All supplies needed to perform poop scoop duties (bags, gloves, etc.) will be provided by Floofins & Co.
- Repetitive moments such as bending, squatting, etc. are required.
- Poop scoopers must follow all Floofins & Co. sanitation protocol at each visit.
- Dates and time frames to perform service are flexible and can usually work around other time commitments.
- Not all poop is created equal. You must have a strong stomach to perform poop scoop duties. There will be poop of all consistencies, as well as flies and possibly maggots present, especially at initial clean up visits.

I have read, am aware of, and agree to the expectations of this position should I become employed with Floofins & Co.

Sign _____ Date _____

Print Name _____

Dog Staging Job Description

- You will first go to an initial interview to meet the owner, the agent and dog(s) to see if it is a good fit for you.
- Dog staging is essentially a dog walk with extra tasks such as: putting away and bringing back dog crates, toys, bowls, etc.
- Even when it is raining or snowing dogs still need to go out. Do you have rain/snow gear that will keep you dry? Do you feel comfortable driving/walking in the rain/snow?
- Always wipe paws clean and check for any paw injuries that may have been attained on the walk.
- Dog staging visits will be booked at a specific time. You will need to be available above and beyond the 30 minutes scheduled in case the showing takes longer than expected. Agents will need to be able to contact you via cell phone in case they need more time.
- Even if you are walking a very friendly dog (and most of them are) remember that some of the dogs you will see on the walk are NOT friendly. Keep the dog you are walking away from other dogs.
- All dogs must be kept on leash on walks.
- If weather is an issue, agents will expect us to stay and handle the animal (i.e. keep them busy and under control while in the home) until the showing is over.

I have read, am aware of, and agree to the expectations of this position should I become employed with Floofins & Co.

Sign _____ Date _____

Print Name _____

Pet Wedding Attendant Job Description

- Pet wedding attendant duties are customized to each client. There will be an initial meeting before-hand to discuss expectations for the big day.
- Typical tasks include: taxiing the pet to and from the wedding, handling the pet during the ceremony and/or reception, taking care of potty breaks and water/feeding, etc.
- You may be asked to wear pet friendly formal wear, typical of what wedding photographers might wear.
- You must be flexible and work with each client to customize their experience.
- Wedding jobs may extend into pet sitting jobs after the wedding/during the honeymoon.

I have read, am aware of, and agree to the expectations of this position should I become employed with Floofins & Co.

Sign _____ Date _____

Print Name _____