



...AND TAKE THE TIME TO KNOW WHAT WE ARE ALL ABOUT

**The pet boarding business is not for everyone. This industry is a demanding field that entails physical labor as well as mental awareness for the proper care of all pets with the understanding of how much people love and care for them. Pets are boarding here all year round and 24 hours a day. YOU MUST READ THE FOLLOWING BEFORE YOU BEGIN TO FILL OUT THE APPLICATION.**

### **SCHEDULE**

**We have set hours that typically cannot be altered. Requests for days off can be made, but **are not guaranteed!****

<u>Department</u>	<u>Morning Shift</u>	<u>Evening Shift</u>
Reception	7:00am - 3:00pm 6:30am- 2:30pm	2:00pm -8:00pm 12:00am-8:00pm
Kennel Technician	7:00am - 3:00pm 7:00am -12:00pm	12:00pm-8:00pm 2:00pm-8:00pm
Daycare Technician	6:30am - 2:30pm 7:00am – 3:00pm	12:00pm-8:00pm 2:00pm – 8:00pm
Grooming	8:30am ‘til last groom is completed	

### **HOLIDAYS**

**We honor and close on the following holidays, however staff still scheduled to care for boarded pets:**

Easter	Memorial Day	Labor Day	Christmas Day
Thanksgiving	New Years Day	Independence Day	

### **WORK ETIQUETTE**

We emphasize the “Team Work” concept. Each team player must be enthusiastic, self motivated, dependable, and pleasant throughout difficult situations such as bad weather, high occupancy, and pets with illness. Working for any boarding kennel is physically demanding, but true pet care enthusiasts enjoy the knowledge gained and the opportunity to work with animals.

Now that you know what to expect you can make an informed decision on whether to continue filling out the application or not. To continue, please print your first and last name and initial. Please complete the application leaving no sections empty. If no information is available for a particular section, simply write “N/A”

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Initials**



**APPLICATION FOR EMPLOYMENT  
NOAH'S ARK BOARDING RESORT  
8074 VETERANS HIGHWAY  
MILLERSVILLE, MD 21108  
410-969-0100  
FAX 410-969-6334**

**Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, or veteran status.**

Date \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Position applied for:  Kennel Technician  Kennel Receptionist  
 Daycare Technician  Veterinary Technician  Veterinary Receptionist  
 OPEN

How did you hear of this opening? \_\_\_\_\_

When can you start? \_\_\_\_\_ Desired wage \$ \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?  Yes  No

Are you looking for full time employment?  Yes  No

If "No", what hours are you available? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, please describe conditions \_\_\_\_\_

\_\_\_\_\_

## **JOB DESCRIPTION**

### **Kennel Technician**

The main responsibility of a kennel technician is to care for the animals that are boarding with us. This includes but is not limited to; cleaning boarding accommodations, feeding boarding animals, exercising boarding animals, give dogs baths per owners request or as needed, keep the facility clean and ready for tours, keep laundry going at all time, wash dishes, keep a positive attitude and work together with staff

### **Daycare Technician**

The main responsibility of a daycare technician is to care for and supervisor our daycare dogs. This is the same concept as a child's daycare center. This includes but is not limited to; scooping daycare yards, memorizing all the dogs and their belongings, memorizing their play groups, evaluate new dogs into appropriate play groups, feed dogs meals the owner may bring for them, give dogs baths per owners request or as needed, have a good relationship with the dogs and them be responsive to you, have a good relationship with the dog's owners, try to accommodate special requests of owners, interact with the dogs throughout the day, keep laundry going at all time, wash dishes, keep a positive attitude and work together with staff

### **Kennel Receptionist**

The main responsibility of the kennel receptionist is to keep our clients happy and satisfied. This includes but is not limited to; make boarding/grooming reservations, check-in boarding/grooming clients, check-out grooming/boarding clients, check-out retail clients, help clients find the products they need, answer phones, maintain a cash drawer, file alphabetically, greet clients, give tours, keep lobby clean, keep laundry going at all time, keep a positive attitude and work together with staff

### **Veterinary Technician**

The main responsibility of the veterinary technician is to assist the doctor in any aspects necessary. This includes but is not limited to; greet clients, escort them to the exam room set up for the doctor, communicate accurately with clients regarding fees, hospital procedures and status of their pet, educate clients regarding wellness care, monitor anesthesia and monitor the patient until fully recovered, provide restraint of an animal when needed, draw and perform lab work as requested by the doctor, obtain digital radiographs as directed by the doctor, fill prescriptions with accuracy, clean and stock exam rooms, unpack and label supplies, clean, maintain and sterilize all instruments, dispense and administer medications, keep a positive attitude and work together with staff

### **Veterinary Receptionist**

The main responsibility of the veterinary receptionist is to keep our clients happy and satisfied. This includes but is not limited to; make veterinary appointments, check-in veterinary clients, check-out veterinary clients, check-out retail clients, help clients find the products they need, maintain medical files, answer phones, accurately take messages, maintain a cash drawer, file alphabetically, greet clients, keep a positive attitude and work together with staff

## **OPEN**

Marking the open box implies you are up to the challenges of any/all these departments ☺

**EDUCATIONAL BACKGROUND**

<b>Education</b>	<b>School Name and Location</b>	<b>Completed?</b>	<b>Major or Degree</b>
<b>High School</b>			
<b>College</b>			
<b>College</b>			
<b>Other Training</b>			
<b>Other Training</b>			
<b>Other Training</b>			

**List hobbies, sports activities, or volunteer work (community or non-profit)\_\_\_\_\_**

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**(Optional)**

**Aside from Education, Training, and Other activities, briefly tell us why you would be a prime candidate for employment?\_\_\_\_\_**

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**EMPLOYMENT HISTORY** List starting with most recent.

**Company name** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**Date started** \_\_\_\_\_ **Starting wage** \_\_\_\_\_ **Starting position** \_\_\_\_\_

**Date ended** \_\_\_\_\_ **Ending wage** \_\_\_\_\_ **Ending position** \_\_\_\_\_

**Name of Supervisor** \_\_\_\_\_ **May we contact?** Yes  No

**Responsibilities** \_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**Company name** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**Date started** \_\_\_\_\_ **Starting wage** \_\_\_\_\_ **Starting position** \_\_\_\_\_

**Date ended** \_\_\_\_\_ **Ending wage** \_\_\_\_\_ **Ending position** \_\_\_\_\_

**Name of Supervisor** \_\_\_\_\_ **May we contact?** Yes  No

**Responsibilities** \_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**Company name** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**Date started** \_\_\_\_\_ **Starting wage** \_\_\_\_\_ **Starting position** \_\_\_\_\_

**Date ended** \_\_\_\_\_ **Ending wage** \_\_\_\_\_ **Ending position** \_\_\_\_\_

**Name of Supervisor** \_\_\_\_\_ **May we contact?** Yes  No

**Responsibilities** \_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**\*Attach any additional information if necessary. If attaching a resume', please insure that it provides answers to questions asked on the application.**

**Please read the following and initial only the tasks you are able to complete**

**IF HIRED, I AM ABLE TO...**

1. **Lift 50 lbs. repeatedly.** \_\_\_\_\_
2. **Be a team Player.** \_\_\_\_\_
3. **Acknowledge that there is a risk of injury** \_\_\_\_\_
4. **Provide my own reliable source of transportation** \_\_\_\_\_
5. **Follow the business dress code** \_\_\_\_\_
6. **Refrain from gossip** \_\_\_\_\_
7. **Handle strong odors that are associated with pet care** \_\_\_\_\_
8. **Work well with others and follow directions** \_\_\_\_\_
9. **Work during bad weather (hot, cold, rain, snow...etc)** \_\_\_\_\_
10. **Promise to do a good job and always look out for the best interest of the pet and Noah's Ark Boarding Resort** \_\_\_\_\_
11. **Submit to drug testing as a prerequisite of obtaining employment and keeping employment with Noah's Ark Boarding Resort** \_\_\_\_\_

**I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior education and employment history. I understand that employment at this company is "at will", which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis. I understand that no supervisor, manager, or executive of this company, other than the president has authority to alter the foregoing.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_