

# Our Family Pet Sitting, LLC

29W516 Wilson Street  
 West Chicago, IL 60185  
 630.407.7679

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Wage: **\$8.25 per hour**

Position Applied for: **Part time kennel assistant**

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 yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

Please list three 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  
             

**Availability**

Preferred Days \_\_\_\_\_ Time From \_\_\_\_\_ Time To \_\_\_\_\_  
Available to work holidays?    New Years Eve , New Years Day, Memorial Day, Labor Day, Columbus Day,  
If Yes, circle which ones?    Thanksgiving, Christmas Eve, Christmas Day

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

**PLEASE NOTE:**  
You will be asked to take a drug test. Are you willing to comply?  
(circle one)    Yes    No

We will run a background check, are you willing to comply?  
(circle one)    Yes    No

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

# Responsibilities:

- Be available for drop off & pick ups
- Feed dogs – separately
- Immediately clean up any accidents
- Clean & fill all water jugs 1 – 2 times daily
- Wash & dry food bowls after every use
- Exercise the dogs - Outside every hour for at least 15 – 20 minutes
- Wipe paws & clean dogs with wipes when needed
- Clean up yards while outdoors with the dogs
- Take a minimum of 2 photos of each dog per visit.  
1 group shot, 1 individual shot
- Text updates with photo to pup parents, share photos on Instagram and Our Family Pet Sitting Facebook page
- Sweep & mop the shop – wipe the counters
- Clean the toys & dispose of anything destroyed or dangerous
- Clean the sleeping kennels

Briefly describe why you would be a great fit for this position:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Email your completed application to: **[ourfamilypetsitting@gmail.com](mailto:ourfamilypetsitting@gmail.com)**