

Dear Prospective Monster Mutt Employee:

Thank you for your interest in working at Monster Mutt LLC. The position you are applying for is considered a KENNEL ASSISTANT position. Monster Mutt's main function is to provide the best care for the dogs while their people are not around. The primary responsibility kennel assistant is to care for the animals in the kennel area. This means that the kennel assistant must give all of the animals love and attention and make sure that they are SAFE & HAPPY. **SAFETY** is primarily maintained by making sure that the animals are with appropriate playmates and their play area and cages are CLEAN and SANITARY. **HAPPINESS** is generally accomplished by giving the animals lots human love and attention as well as fun doggie playmates.

Although this might give you the idea that you spend the whole day playing with puppies, that is not really the case. In the past we have found that many people do not have a very realistic view about what working in a place like this involves. Please take the time to read and understand this letter thoroughly.

This is a **HEAVY CLEANING** position with the bonus of interacting and hanging out with dogs. We want you to understand what is really involved in the job before you apply for the position. Below we are highlighting some of the less "glamorous" aspect of the dog business. Please read below and initial next to **EACH** statement that you understand and agree:

- 1.) I am not afraid of any dogs, including very large dogs or dominant breed dogs such as pit bulls and rottweillers.
- 2.) I can easily lift a 50lb. dog into a grooming tub or lift a 50lb. bag of dog food.
- 3.) I understand that I will be required to clean up vomit, feces, urine and diarrhea, on a daily basis and that does not bother me.
- 4.) I understand that the floors tend to get wet as we mop all day and I have good balance and can move carefully without slipping. I understand that it is my responsibility to remember to move carefully so I do not fall and get hurt.
- 5.) I understand that large and small dogs will be very happy & excited to see me and will jump up on me, hit me harder than I expected with their paws, scratch me, or nip at me to get attention and that this can be painful. This is not a problem for me.
- 6.) I understand that when working with dogs there is always a chance of being bitten even though all the dogs at Monster Mutt are nice friendly house pets. This is not a problem for me.
- 7.) I don't have a problem with listening to constant loud barking and whining.
- 8.) I am not particularly sensitive to extremely unpleasant smells.
- 9.) I understand that medical emergencies could arise during my shift and I am confident that I can react calmly and follow directions in that situation. I also attest to the fact that I am not squeamish nor do I become light-headed at the sight of blood.



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10.) I don't have any animal allergies or asthma that will interfere with my working with 30 dogs at a time.

11.) I don't have any medical or skin conditions that prevent me from working with bleach and strong cleansers.

12.) I understand that Monster Mutt is open and the dogs must be cared for work 365 days a year (366 in a leap year) regardless of weekends holidays or inclement weather. If not working on holidays is important to you this is not the right job for you. I understand that I will be expected to be able to find my way to work even in the worst weather (such as a blizzard). In order to care for the animals I am willing to make that commitment.

13.) I understand that usually there are only two people on each shift at Monster Mutt LLC. That means that last minute cancellations of my shift are not an option. I will give at least 7 days notice if I will not be able to make a shift I am scheduled for, and if I think MIGHT be getting sick or having an emergency, I will give at least 24 hours notice of that possibility.

14.) I do not expect to sit while I am working my shift at Monster Mutt. I expect to work. This is NOT a desk job. This is very physical work and I feel up to the challenge.

Of course we expect everyone here to love dogs. But we also are seeking people who are mature enough to understand and accept the responsibilities of the job. Unfortunately, you are not going to get paid to sit around and play with cute puppies all day. Someone (you, if you are hired) has to clean up after them, feed them, administer medications and see to the comfort and safety. That requires a lot of HARD work and dedication. We are looking for mature responsible people. You must be reliable, patient, intelligent and very hard working. We take our profession very seriously and we pride our selves on providing superior care for people's dog. You must be able to do that too. If you can make the necessary commitment after reading all of this carefully, then please proceed to fill out the attached job application.

I have read the above letter CAREFULLY and THOROUGHLY and feel that I can do the job expected of me under these conditions.

Acknowledged and accepted,

Signature Date

Witnessed by Monster Mutt LLC Employee Date

EMPLOYMENT APPLICATION

PERSONAL INFORMATION:

Name:	<input type="text"/>	Social Sec:	<input type="text"/>
Address:	<input type="text"/>	Home Ph:	<input type="text"/>
City/State/Zip:	<input type="text"/>	Work Ph:	<input type="text"/>
Email:	<input type="text"/>	Cell/Ph:	<input type="text"/>
Desired Salary:	<input type="text"/>	Date Available:	<input type="text"/>

What hours are you available to work:

How were you referred?

After employment you will be required to submit verification of your legal right to work in the US;

Do you have that proof? yes no

EDUCATION:

What level of education have you completed? HS: 9 10 11 12 College: 1 2 3 4 Graduate School

WHERE and WHAT did you study?

SPECIAL SKILLS & INTERESTS:

Computer/Software Skills:

Foreign Languages:

Other Skills/Interests:

EMPLOYMENT HISTORY:

Name of Most Recent Employer:

Phone:

Supervisor:

Dates of Employment:

Your Responsibilities:

Your Reasons For Leaving:

EMPLOYMENT APPLICATION

Previous Employer:

Phone: Supervisor:

Dates of Employment:

Your Responsibilities:

Your Reasons For Leaving:

DOG OR ANIMAL EXPERIENCE:

Do you currently own a dog(s)? yes no

If so, please describe:

Please describe your history with pets:

Have you ever volunteered at a shelter, or worked at a shelter, veterinarian's office, animal hospital or boarding facility? Yes No

If so, please describe the organization and your responsibilities:

RETAIL EXPERIENCE:

Do you have any experience in retail? yes no

If so, please describe:

REFERENCES:

Please list at least 2 Work or Volunteer References and 1 School or Work References that we can contact:

<u>NAME</u>	<u>PHONE</u>	<u>RELATIONSHIP</u>

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of the information or material omission may lead to immediate dismissal. I authorize all to the individuals whom I have listed on this application to give any and all information regarding my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability from any damage that may result from furnishing same to you. I understand and agree that unless otherwise provided for under the terms of a collective bargaining agreement or other specific written agreement signed by a member of the executive staff of the Company, my employment, if I am hired, will be "at-will". This means that either the Company or I may terminate our employment relationship at any time for any reason, with or without cause.

SIGNATURE: Date: