

KSR Pet Care LLC. Application For Employment – Questionnaire

Note: Please fill out as completely as possible and with a minimum of the questions marked with **asterisk ***
 Please return to Fax 757/204-2011 or KSR Pet Care, PO Box 198, McLean, VA 22101

		<i>Complete Below Column</i>																		
*	First Name																			
	Middle Name																			
*	Last Name																			
*	Address																			
*	City																			
*	State	VA only																		
*	Cell phone																			
	Tel 2 (Home/Work/Other:)																			
*	Email address:																			
*	Are you authorized to work in the US?	Yes / No																		
*	Have you ever been convicted of a Felony or Misdemeanor? <small>Note: You will not be denied employment solely because of a conviction record unless the offense is related to the job for which you have applied.</small>	Yes / No																		
*	Birth Date <small>Note: Must be 18 years or older to apply. This birth date information is collected solely for background employment screening. The Age Discrimination Employment Act of 1967 prohibits age discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years old.</small>	(mm/dd/yyyy)																		
*	Social Security Number (SSN):																			
*	In case of emergency, who would you want us to contact?	<table border="1"> <tr><td>First name</td><td></td></tr> <tr><td>Last name</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td>City</td><td></td></tr> <tr><td>State</td><td></td></tr> <tr><td>Zip code</td><td></td></tr> <tr><td>Tel1:</td><td></td></tr> <tr><td>Tel2:</td><td></td></tr> <tr><td>Relation?</td><td></td></tr> </table>	First name		Last name		Address		City		State		Zip code		Tel1:		Tel2:		Relation?	
First name																				
Last name																				
Address																				
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Tel1:																				
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Relation?																				
*	When can you start?																			

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*	When are you available to work?	Weekdays: Morning / Afternoon / Evening Weekends: Morning / Afternoon / Evening Holidays School vacation periods: Other:
*	Can you do overnight stays/house sitting (Monday-Sunday 6:00pm-7:30am)?	Yes / No
*	Are you willing to do midday dog walking (Monday-Friday 11am-3pm)?	Yes / No
*	Are you willing to do pet sitting (dogs, cats, other) (Monday-Sunday 6:00am-9:00am and 6:00 – 10pm)?	Yes / No
*	Are you willing to transport animals?	Yes / No
*	What types of animals do you own now or have you owned in the past? List all including breed, age	
*	Which animals are you willing to pet sit for? (circle)	Dog Cat Bird Fresh water aquarium Salt water aquarium Pond fish Rabbit Small caged animals (hamsters, guinea pigs, ferret, reptile, other:
*	Do you have experience with large dogs (60-100 pounds)?	Yes / No
*	Do you want to walk large dogs?	Yes / No
*	Do you want to walk medium and small dogs only?	Yes / No
*	Are you able to give a pill to a cat, give fluids orally or via IV, or administer insulin injections?	Pill: Yes / No Oral fluid: Yes / No Injection: Yes / No IV (intravenous) fluids: Yes / No
*	Are there particular dog breeds you have a lot of experience with?	Yes / No If yes, which ones and describe:
*	Do you have experience with proper leash walking (heel, sit, down, etc.)?	Yes / No Which commands:
*	Do you have Pet First Aid knowledge?	Yes / No
*	Is there any type of pet you prefer not to service? Why?	Yes / No If yes, which one(s)? Why?
*	As a pet sitter or dog walker, you are responsible for the	

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	<p>care of a precious life. You will also have meetings with the owners to learn about their pet(s) and what they want. Are you detail-oriented, punctual, passionate and communicative? Please <u>describe</u> yourself, describing any special skills, as well as any faults and offering one example of each.</p>	<p>Example skill: _____</p> <p>_____</p> <p>Example fault: _____</p> <p>_____</p>
*	<p>Are you willing to work in all types of weather conditions (cold, heat, snow, rain, sleet)?</p>	<p>Yes / No</p>
*	<p>Do you have access to the internet and your email account several times daily?</p>	<p>Yes / No</p>
*	<p>Do you volunteer at any pet rescues or facilities? Do you do any type of community work? If yes, please describe.</p>	
*	<p>Do you have your own cell phone? Do you carry it with you always?</p>	<p>Yes / No</p>
*	<p>Do you own your own vehicle?</p>	<p>Yes / No If no, whose? Are you the sole user? Yes / No</p>
*	<p>Do you have a valid driver's license and reliable insured transportation?</p>	
*	<p>Driver's License number:</p>	
	<p>Vehicle plate number:</p>	
	<p>Make Year of Vehicle:</p>	
*	<p>Insurance Carrier:</p>	
	<p>Insurance Policy Number:</p>	
*	<p>Did you get speeding tickets in the past five years?</p>	<p>Yes / No</p>
*	<p>Which areas are you willing to work in:</p>	<p>Falls Church: Yes / No McLean: Yes / No Arlington: Yes / No Other:</p>
	<p>Name of previous employer:</p>	

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Start Date of Previous Employer:			
End Date of Previous Employer:			
Address of Previous Employer	First name		
	Last name		
	Address		
	City		
	State		
	Zip code		
	Tel1:		
	Tel2:		
	Reason for leaving?		
Can we contact your previous employer?		Yes / No / N/A	
* Personal Reference # 1 <u>Note:</u> Please list three personal references, not related to you, whom you have known for at least one year:	First name		
	Last name		
	Address		
	City		
	State		
	Zip code		
	Tel1:		
	Tel2:		
	Relation?		
* Professional Reference # 2 <u>Note:</u> Please list three personal references, not related to you, whom you have known for at least one year:	First name		
	Last name		
	Address		
	City		
	State		
	Zip code		
	Tel1:		
	Tel2:		
	Relation?		
* Professional Reference # 3 <u>Note:</u> Please list three personal references, not related to you, whom you have known for at least one year:	First name		
	Last name		
	Address		
	City		
	State		
	Zip code		
Tel1:			

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		Tel2:	
		Relation?	
*	Did you work as a pet sitter/dog walker before?	Yes / No If yes, list all (companies/supervisors/self-employed): - - -	
*	Name of Last school attended:		
*	Education:		
	School End date: <i>Note: if in the future, please list estimated future date.</i>		
*	<u>Describe</u> how you will approach a cat for the first time not knowing what his/her character is:		
*	<u>Describe</u> how you will approach a dog for the first time not knowing what his/her character is:		
*	<u>Situation:</u> <i>You arrive at a house and you find the wheaten terrier in his crate. He had severe diarrhea and his entire crate plus his coat are dirty with poop. The room is carpeted and although there is a bathroom you do not know whether you can use the bath tub. You find dog shampoo and you have access to cleaning supplies and the kitchen. You have a next dog walking client.</i>		

<p><u>Describe what you would do step-by-step if this situation occurs under your supervision:</u></p>	
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Contract Employment Application – Terms and Conditions:

By submitting this application, you agree to the following terms and conditions:

1. I provide permission to KSR Pet Care LLC. and all of the company's agents and/or vendors the right to investigate all of the information provided as part of the application process, as well as, their requirements to secure additional information, if necessary. I further understand that this includes, but is not limited to, such activities as contacting my references or previous employers, performing credit investigations, employment screening, and conducting other employee background checking to verify my credentials as a suitable independent contractor for the company. I hereby release from all liability or responsibility all persons, companies, corporations, when furnishing such information.

2. I understand that as a pet sitter I must be capable of the following essential functions and that I am qualified and capable to perform these functions, as well, as meeting the various pet sitter characteristics.

2a. Must be dependable, alert, exhibit good judgment, and be trustworthy when taking care of pet owner pets, customer homes, and personal safety when providing these services.

2b. Good general knowledge of pets and the risks of being around pets.

2c. Be detailed oriented with legible handwriting during preparation of customer pet reports.

2d. An avid pet lover.

2e. Driving safely and responsibly to and from customer homes, especially while other pets are in the vehicle or during early or late lighting conditions.

2f. Able to operate and understand home alarm systems.

2g. Keep confidential all information about KSR Pet Care LLC. services, customers, processes, and procedures.

2h. Willing to clean up feces, urine, vomit, and other pet messes as required and necessary. Also, willing to provide services such as taking out client garbage, watering plants, changing lights, music, or other home care services.

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2i. Able to lift pets weighing up to 25 lbs., if necessary. This may require bending, stretching, and physical use of muscles during walking, transportation, or general pet care.

2j. Able to control large pets during walking or other pet care services.

2k. Can not be allergic to pet hair, pet odors, pet dander, feathers, etc.

2l. Available to work mornings, afternoons, and evenings as described per each pet and home sitting assignment.

3. I certify that all of the statements made in this application are made in good faith and these statements are true and correct to the best of my knowledge.

4. I understand that my application does not assure me of employment. Additionally, this application in no way obligates KSR Pet Care LLC. in any way. If I am employed, I acknowledge that my employment, as an independent contractor, will be an employment at will and that no specified time of employment is promised or implied. KSR Pet Care LLC. and I may terminate the relationship at will, at any time, so long as there is no violation of applicable federal and state laws. I further understand that this application does not constitute an agreement or contract for employment.

5. I understand that any misleading or incorrect statements or failure to complete any part of this application not prohibited by law may render this application void and would be cause for immediate dismissal.

6. I understand that the information provided in this application will be retained for a period of six months following the date of submission. Where necessary, the company may require additional information or re-application to remain in consideration of employment after that time.

I have read and agree to these terms and conditions and hereby provide my consent for background and reference checks based on the information provided in this application.

Applicant Printed Name

Signature of Applicant

Date