



# Paw Addicts Pet Care Service

## Pet Care Provider Application

Thank you for your interest in becoming a Pet Care Provider! Paw Addicts Pet Care Service offers a unique experience in pet care, both for staff and clientele, in a rapidly growing small business with a family atmosphere. Sitters are independent contractors paid a flat-rate fee per service performed, with clients provided by the company.

### We are looking for the following characteristics in our sitters:

- 🐾 Genuinely love and have experience caring for dogs and cats, or exotic animals, or be willing and enthusiastic about learning
- 🐾 Be honest, responsible, reliable, and loyal to the company welfare
- 🐾 Be proactive in informing office staff about any issues that may impact your services
- 🐾 Be professional in handling both clients and animals
- 🐾 Be available to work holidays and weekends
- 🐾 Be detail oriented and mentally alert
- 🐾 Have a clean, respectable, professional appearance
- 🐾 Be physically competent to handle rambunctious or challenging pets
- 🐾 Be confident about handling the pet breeds and temperaments you agree to care for
- 🐾 Demonstrate excellent customer service, client interaction, and display pride in caring for pets

### Things you should know about the job:

- 🐾 Sitters are “on call” and expected to be available for 5-6 days/week, including holidays and weekends
- 🐾 You will be expected to provide a clean, safe environment for the pets in your care, whether in your home or the client’s
- 🐾 Exceptional attention to detail is a **requirement**
- 🐾 This is a physically and mentally energetic company. We will keep you on your toes! Always bring your “A-Game”
- 🐾 You will be expected to learn the layout of your service area. Certain services will be paid a travel fee, which goes directly to you, the sitter

### Positions Available:

- 🐾 PET BOARDING provides pet care in the sitter’s home. Includes 4, 8, or 24-hour care.
- 🐾 HOUSE SITTING provides care at the client’s home. May be during the day (4 or 12 hour care), overnights (12 hour care), or 24 hour care. Must have reliable transportation and be capable of working independently.
- 🐾 DOG WALKS or WELL-PET VISITS provide care at the client’s home. Must have reliable transportation and be capable of working independently.

Applicant: \_\_\_\_\_

☐ House Sitting   ☐ Boarding   ☐ Drop ins/Walks

Personal Information				
Name		Position Applying For <i>(may choose more than one)</i> <input type="checkbox"/> House Sitting <input type="checkbox"/> Boarding <input type="checkbox"/> Walks/Visits		Today's Date
DOB <i>(dd-mmm-yyyy)</i>	SSN	Phone	E-mail	
Street Address			Military Base Access <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Available to Start
City	Area/Base	Zip Code	Do you have transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have breed/size aversion? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list any commitments or limitations that may impact your ability to perform required services:				
Please list any breed or size pets you prefer not to provide care for:				
Emergency Point of Contact (Name)		Relationship		Phone

Miscellaneous Information	
Do you have credit, criminal, or driving offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please note:</b> Background check is conducted on all applicants, at company expense, prior to hiring. Providing false information is grounds for immediate termination with no compensation except for services completed.	

Education and Training			
High School Name	Location <i>(city/state)</i>	Dates Attended <i>(mm/yy)</i> From:                      To:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
College Name	Location <i>(city/state)</i>	Dates Attended <i>(mm/yy)</i> From:                      To:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please list your pets by breed <i>(please note if neutered [N] or not [Not])</i>		Please list children <i>(by age)</i>	
Please share with us how working for Paw Addicts fits into your short-term (6 m - 1 yr) and long-term (1 -5 yrs) goals?			

Employment History				
Please list in chronological order starting with most recent job. You may submit a resumé for this section.				
Employer #1	Contact	Location <i>(city/state)</i>	Date of Employment From:                      To:	Phone
Reason for leaving?		May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, why?
Additional Information				
Employer #2	Contact	Location <i>(city/state)</i>	Date of Employment From:                      To:	Phone
Reason for leaving?		May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, why?
Additional Information				
Employer #3	Contact	Location <i>(city/state)</i>	Date of Employment From:                      To:	Phone
Reason for leaving?		May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, why?
Additional Information				

Applicant: \_\_\_\_\_

☐ House Sitting   ☐ Boarding   ☐ Drop ins/Walks

## Experience

Describe your pet care experience. Include any specialties.

Provide a reference who can validate your listed experience:

Name	Title	Company	Dates of Association Fm:                      To:	Phone
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Describe your customer service experience and skills.

Provide a reference who can validate your listed customer service experience and skills:

Name	Title	Company	Dates of Association Fm:                      To:	Phone
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Have you ever been disciplined or reprimanded (*verbal or written*) for your behavior at work? Please explain.

Provide a reference who can verify any disciplinary actions if applicable:

Name	Title	Company	Dates of Association Fm:                      To:	Phone
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Provide any other references you would like us to contact:

Name	Title	Company	Dates of Association Fm:                      To:	Phone
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Name	Title	Company	Dates of Association Fm:                      To:	Phone
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Please feel free to list any additional information you would like us to consider when reviewing your application.

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Submit this completed application, along with your resumé and portfolio to [pawaddictshi@gmail.com](mailto:pawaddictshi@gmail.com) with **Attn: Application** in the subject line.

### Collection and Protection of Personal Information

Submission of requested information is voluntary; however, failure to complete this application in its entirety, or failure to submit requested identifying documentation, may disqualify applicant for consideration. All personal information is protected under the State of Hawai'i Department of Human Resources Development Policy 701.002, will be stored in a secure, limited access location, and will be used by administrative personnel based solely on need to know criteria. No personal information provided will be released to third-party inquiries without prior legal subpoena by licensed government or law enforcement personnel. Paw Addicts Pet Care is an EEO company in compliance with The Hawaii Fair Employment Practices Statute.