



Dear Applicant,

Thank you for your interest in working with Puppy Love Pet Sitting.

After looking over the information you have received, please return this packet to us. We will then contact you for an interview if you seem like a viable candidate for the job(s) we have available.

- 1. Read the job description detailing the requirements of the position we are hiring for, sign it at the bottom and complete the enclosed application(s).**
- 2. Return the completed applications as soon as possible, so we can consider you for the interviews we will be doing in the near future.**

Return the packet back to info@puppylovewimberley.com.

Thank you,

Shannon Rigby
Founder/Owner
Puppy Love Pet Sitting

(512) 557-0850

Pet Sitter and Dog Walker Job Description Sheet

****Please note: You must have a car, a smart phone, and a deep love for animals to apply for this position. Must be able to self-manage and problem solve.*

Job description for DOG WALKER Duties:

- We are in the process of building our daytime dog walk client base. This is a mid-day shift.
- Even when it is raining, hot, or snowing, dogs still need to go out. (Please note that we do not ask our team to risk their safety by driving on icy roads. We also limit the length of time for our dog walks in the hot summer weather to ensure the safety of the dog. We use the remaining visit time to do enrichment activities.)

Do you feel comfortable driving/walking in inclement (NOT ICY) weather?

- Our daytime dog walking window is generally a 2- or 3-hour window during mid-day hours (11-2 is the usual time frame for walks).
- Occasionally, clients may be home sick or taking a day off at home; please be aware that even if you don't see client, client may be home. Unless otherwise instructed, we complete the walk as scheduled.
- Even if you are walking a very friendly dog (and most of them are), remember that some of the dogs you will see on the walk are NOT friendly. Keep the dog you are walking away from other dogs. You will be issued a dog walking belt with an airhorn and protective spray in case of emergencies. All team members are required to wear their walking belt any time they are walking a dog, whether for a dog walking visit, or a vacation visit that requires a walk.
- All dogs must be leashed during the walk.

Job Description for PET SITTER Duties:

- The office manager will make your schedule on Time to Pet, where you will be able to access it. You will receive care instructions through the app. If we believe the dog needs an introduction prior to your first solo visit, a manager or team leader will bring you for a preliminary shadow visit. You will need access to a smartphone to be able to complete all pet sitting visits, as we use Time to Pet software for every aspect of our service.
- Visit times are generally 30 minutes, but may, at times, be shorter (15 minutes) or longer (45 or 60 minutes), depending on the client's requests. We require that cats are visited a minimum of once a day, dogs are visited a minimum of twice a day, and crated dogs are visited a minimum of three times a day.
- The time will be spent walking the dog(s), feeding the animal(s), cleaning up any messes you (or they) have made (counter and spoons cleaned), scooping the litter box daily, mail and paper pickup, and any light watering for indoor/outdoor plants. If you have time left over, you can sit with the dog(s) and/or cat(s) and play with and pet them.
- Pet sitting visits are usually done at approximately the same time each day to maintain continuity for the dog(s), cat(s) and/or other pet(s). The time of your visit will be on your Time to Pet schedule.
- Please respect client confidentiality. Do not bring your friends or children to the house, or tell anyone that a particular client is away. You will be insured and bonded through the business, and bringing people not on the policy with you to the jobs will invalidate our coverage.

Most vacation pet sit assignments are one week or more, and often include weekends. As a rule, we do not schedule team members to work more than one shift per day, and five days per week. The exception to this is if we offer extra shifts available on our Slack channel, and team members are able to take them. Because of the nature of this job, we prefer our team members are available to work both weekdays and weekends.

Are you available for both weekday pet sit visits as well as weekends?

Our team members are able to schedule their time off through Time to Pet. We try to accommodate most time off requests. The exception is if too many team members are requesting time off for the same stretch of time. Are there any upcoming dates within the next six months for which you will not be able to work? If so, please list them below:

- 1.
- 2.
- 3.
- 4.

By signing below, if you are hired by Puppy Love Pet Sitting, you agree to the terms above and understand the position for which we are hiring.

Sign

Date

Print Name

General Daily Availability:

We allow our clients to schedule visit requests in blocks of time. Those times are

1. 7 a.m. – 11 a.m.
2. 11 a.m. – 2 p.m.
3. 2 p.m. – 5 p.m.
4. 5 p.m. – 8 p.m. (this sometimes can run later)

Please let us know your general availability for each day by listing 1, 2, 3, 4 or none on each day listed. As mentioned earlier, we make every attempt to not schedule our team members with split shifts, and we do not schedule them more than five days a week. When we have extra shifts available, we will list them on our team Slack channel. If you are interested in working split shifts to maximize income potential, please make a note of that here.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

Holiday Availability:

Because of the nature of the pet services business, holidays are busy for us, and we need our team members available so that we may be able to serve our clients. To thank our team for working holidays, we pay our team members a bonus when they work holidays. They receive between \$5-\$10 extra for each visit, depending on the holiday (we will provide a list with our employee contract). Please mark all of the holidays that you **ARE NOT** available to do pet sitting, for even a part of the day(s):

New Year's Day

Spring Break

Memorial Day weekend

Independence Day

Labor Day Weekend

Thanksgiving Week

Christmas Eve

Christmas Day

New Year's Eve

We like to hire people who will be able to commit to be a part of our team for at least six months.

Will your schedule allow you to work with Puppy Love Pet Sitting for at least six months?

If **NO**, I am only available until:



APPLICATION FOR EMPLOYMENT

Position applying for: GENERAL PET SITTER/DOG WALKER

Social Security #

First Name

Last Name

M. Initial

Cell Phone

Mailing address:

E-mail address

Do you check email at least once a day? (check one) yes no

In case of emergency NOTIFY:

Name

Available Start Date:

May we do a criminal and background check on you? yes no

Sign here to give your authorization:

Do you have reliable transportation? yes no

Do you have any physical limitations that would hinder your performance in the position applied for? yes no

If **YES**, please explain

EDUCATIONAL HISTORY:

Highest level of schooling achieved

Do you own any pets? yes no

If **YES**, please list types

Please check what animals you feel comfortable and/or have experience caring for:

- | | | | | |
|--------|-------------|---------|--------------------|----------|
| Dogs | Cats | Rabbits | Parrots | Horses |
| Snakes | Pocket Pets | Lizards | Small Farm Animals | Chickens |

Please tell us why you are interested in pet sitting and dog walking with our company:

By signing below I agree that the above information is accurate:

Signature

Date