

Kindness Animal Hospital

Application for Employment

Name _____ Date of Birth _____

Address _____ Telephone () _____

Email address _____

Education:

High School _____ Years Completed _____ Graduated? Yes No
 College/Tech School _____ Years Completed _____ Graduated? Yes No

Availability:

Morning shifts must be present at 8:00 am and usually last 1 hour.
 Evening shifts must be present at 6:00 pm and usually last 2 to 3 hours.

Please mark your availability.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Will you be in Eau Claire for the summer and/or during school breaks? _____
 If yes, would you be interested in working at the clinic during those times? _____

In the space below, please indicate your prior experience with animals, and your interest in this job. _____

By signing below, you indicate that all information provided within this application is true and accurate to the best of your knowledge.

 Signature

 Date

Previous Job Experience

Employer	Address	Phone #	Time Employed (mm/yy start-finish)	Job Duties	Reason for leaving

May we contact these employers? Yes No

If no, please indicate who we should not contact _____

Job Description for Kennel Assistant

Required for this position: The ability to follow directions with and without supervision; the ability to lift objects or pets of at least 30lbs; the ability to recognize certain behaviors in animals; the ability to admit or ask questions when a task is unclear; the ability to show leadership towards other kennel staff; and the ability to provide exceptional customer service.

Persons to report to: Kennel manager, Reception and Doctor

Task Descriptions: As a kennel assistant your job entails several important aspects of our hospital; animal care and treatment, customer service and hospital cleanliness.

Animal care and treatment: restraint; obtaining fecal samples; assisting the doctor when necessary; bathing; maintaining safety when walking patients/boarders and opening cages; always maintaining a high standard of patient care; walking/feeding/watering for all boarders; and giving medication.

Customer service responsibilities: Assisting clients with multiple pets; bringing up patients/boarders for discharge; maintaining compassion, sympathy and professionalism during high-stress situations

Hospital cleanliness responsibilities: vacuuming; mopping; changing garbage; dusting; cleaning surgery table and trays; cleaning treatment tables; cleaning and maintaining all sinks; maintaining litter boxes/food/water for hospital cats; maintaining aviary on weekends; laundry; kennel cleaning; preparing proper dilutions for cleaning materials; cleaning windows; replenishing supplies (including paper towels, garbage bags, etc); cleaning kitchen/break area; cleaning the yard of any garbage and feces; overall maintenance of the sights, sounds and smells of the hospital.

***This is by no means a complete list. Some tasks may be assigned to a specific staff member to complete. Some tasks may be added or removed from this list as deemed necessary for the safety and wellbeing of our patients.