



CANINE SPECIALIST APPLICATION PACKET

Dear applicant,

Thank you for your interest in working with Southpaws Playschool. This packet will give you information about our company and give you the opportunity to apply for the position that most interests you.

Southpaws Playschool is a canine day care that opened in South Austin in 2002. We are currently seeking both full and part time day care workers to help us continue to provide a high level of care to the dogs in our day care facility. You can read more about Southpaws Playschool at our website: www.southpawsplayschool.com.

Southpaws Playschool offers a fun work environment, paid time off, opportunities for continuing education and paid training.

Southpaws Playschool is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status.

Please be advised that Southpaws Playschool is a drug and smoke free workplace.

Regards,
Sonya Wilson, owner
Southpaws Playschool



JOB DESCRIPTION

Southpaws Playschool Canine Specialist/Day Care Attendant

Work with minimum supervision to perform tasks that require intelligence and dependability.

Demonstrate excellent written and verbal communication skills.

Interact with clients on a daily basis.

Follow animal care procedures as trained by supervisor.

Periodically review Employee Manual to ascertain continued compliance.

Update job knowledge by participating in educational opportunities.

Follow Southpaws' written policies and procedures.

Use professional phone standards.

Communicate effectively with other employees and supervisors when policies and/or procedures are not being properly followed.

Adhere to basic standards of dress and cleanliness.

Maintain reliable, insured transportation with a clean driving record.

Able to perform essential functions that have certain physical requirements:

- Able to lift 25+ pounds
- Use proper dog handling techniques.
- Clean and sanitize inside play areas, equipment and outside areas
- Perform outdoor duties in all types of weather
- Administer necessary medications
- Clean up constant pet messes

Demonstrate the following day care group management-related skills:

- Update other staff members regarding animal behavior/health
- Interact with dogs in playgroups to ensure safe levels of play
- Minimize stress levels of all dogs
- Maintain visual observation of dogs at all times
- Spread attention and play among all dogs in play group
- Control level of play by following proper dog management and control procedures
- Use proper dog introduction procedures
- Use appropriate praise and dog correction methods
- Watch all new dogs carefully and immediately notify management of concerns
- Report health or behavioral problems displayed by animals to supervisor immediately
- Complete Health Assessment checklists as necessary to provide clients with relevant information on their dog's health

Show willingness to adapt to a flexible schedule (including the following):

- Willing to work split shifts
- Willing and able to work extra shifts as necessary to maintain dog safety
- Early morning and late evening availability
- Weekend and/or holiday availability

Perform other duties as assigned.



CANINE SPECIALIST APPLICATION

You must complete each section in full in order to be considered for a position at Southpaws Playschool. Do not leave any section blank. Please write as clearly and legibly as possible.

PERSONAL DATA			
NAME	LAST	FIRST	MI
STREET ADDRESS			
CITY STATE ZIP			
PHONE NUMBERS	HOME	CELL	
EMAIL ADDRESS			
SOCIAL SECURITY NUMBER			
DRIVERS' LICENSE	STATE	NUMBER	EXPIRATION

EDUCATION HISTORY		
NAME OF HIGH SCHOOL	ADDRESS OF SCHOOL	GRADUATED?/GED?
NAME OF COLLEGE	ADDRESS OF SCHOOL	GRADUATED?
OTHER SCHOOLING/CERTIFICATIONS		

RECENT EMPLOYMENT HISTORY

CURRENT EMPLOYER	
DIRECT SUPERVISOR	
MAIN PHONE NUMBER	
START DATE/END DATE	
TITLE/POSITION	

EMPLOYER	
DIRECT SUPERVISOR	
MAIN PHONE NUMBER	
START DATE/END DATE	
TITLE/POSITION	

EMPLOYER	
DIRECT SUPERVISOR	
MAIN PHONE NUMBER	
START DATE/END DATE	
TITLE/POSITION	

LIST ANY SKILLS, EXPERIENCE OR CERTIFICATIONS YOU HAVE THAT MAY RELATE TO THIS POSITION:

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QUESTIONS DIRECTLY RELATED TO SOUTHPAWS PLAYSCHOOL DAY CARE POSITION

Position for which you are applying:	
Do you live in the 78704 ZIP Code or a ZIP code that is adjacent to 78704?	
Are you at least 21 years old?	
Do you own a smart phone (brand is not important)?	
Do you have a reliable and insured means of transportation?	
If you are currently employed, what hours/days do you work?	
Are you currently employed as a day care attendant or care giver for any other company? Please include self-employment/independent contractor status in your answer.	
Please check which days you ARE available for shift assignments:	<p>Monday</p> <p>Tuesday</p> <p>Wednesday</p> <p>Thursday</p> <p>Friday</p> <p>Saturday</p> <p>Sunday</p>
Please check which shifts you ARE available for assignments:	<p>Morning</p> <p>Afternoon</p> <p>Saturdays only</p> <p>Full time employment</p>

<p>Please check which holidays you ARE NOT available for shift assignments:</p>	<p>New Year's Day</p> <p>Easter</p> <p>Memorial Day</p> <p>July 4th</p> <p>Labor Day</p> <p>Thanksgiving Day and the following Friday</p> <p>Christmas Day</p>
<p>Do you have pets currently living with you? If you said yes, please describe your pets:</p>	
<p>How do you discipline your pets?</p>	
<p>Have you ever taken care of a pet that wasn't your own? If you said yes, please describe the experience:</p>	
<p>Has a pet (your own or someone else's) ever needed emergency care? If you said yes, please describe what happened:</p>	
<p>Have you ever been bitten by an animal? If you said yes, please describe what happened:</p>	
<p>Are you fearful of any type or breed of animal? If you said yes, please name the species/breed:</p>	

<p>Why do you think that becoming a canine specialist at Southpaws Playschool is a good idea?</p>	
<p>During the past 5 years, have you ever been convicted of, pled guilty to or pled no contest to a crime? If yes, please explain fully.</p> <p>(Applicants are not required to disclose sealed or expunged conviction records or the existence of such records.)</p>	
<p>Have you in the last 7 years been convicted of Driving Under the Influence (DUI)?</p>	
<p>Are you or have you ever been a sex offender registered with any Federal, State or Local Government Agency, including listing on a public website?</p>	
<p>Are there any accommodations the company would need to provide so that you can perform all of the essential functions and duties of the position?</p>	

REFERENCES (MAY NOT BE A RELATIVE)

Full Name	Title	How Long Have You Known/Worked With This Person?	Current Contact Information

STATEMENT OF TRUTHFULNESS AND UNDERSTANDING

I have truthfully completed this application to the best of my knowledge. I understand that any misleading information that I have intentionally added to this application may result in my disqualification as a job candidate at Southpaws Playschool, or, if I am employed by Southpaws Playschool, could result in termination from any position that I may hold at the time of discovery.

By signing this application, I acknowledge that Southpaws Playschool may contact my references and both current and former employers.

SIGNED (Your Name Here Will Represent Your Signature)

DATE