

Fur Team Application



Contact Information

Date: _____

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

DOB if under 18 years: _____

Parent/Guardian names (if applicant is under 18): _____

Parent/Guardian Home/cell Phone: _____ : _____

Considering that many of the positions at FTLOD require dealing with animals, serving the public, working outdoors, cleaning, and lifting up to 50lbs., are you able to perform the essential functions of the position for which you are applying or volunteering, either with or without accommodations? ____ Yes ____ No If no, describe the functions that cannot be performed and what accommodations are required: _____

-Please list any medical problems, allergies or other issues we should be aware of to insure a safe environment: _____

Availability

During which hours are you available for assignments? When could you Start? _____

_____ Mondays _____ Thursday
_____ Tuesday _____ Friday
_____ Wednesday _____ Saturday
_____ Sunday

Interests

Tell us in which areas you are interested in working

- ___ Administration
- ___ Events/Fundraising
- ___ Daycare
- ___ Training
- ___ Grooming
- ___ Marketing

Do you speak a foreign language? Yes No If yes, which language _____

Do you drive? Yes No Do you have regular access to a car? Yes No

Have you ever been convicted of a crime other than a traffic violation? Yes No
If yes, what charge? _____ Date convicted: _____ Where _____

How long have you lived in the area? _____

Do you have K9 CPR First Aid Certificate? _____ Is it Current?: _____

Are you employed? YES or NO Ever applied to this company before? YES or NO

Check the areas in which you have experience below:

Animals Dogs Cats Horses Training

Grooming Other Small Animal Showing Other Lrg Animals

Caretaker Clerical Work Typing Volunteer Work

Work with Disabled Persons Non-profit Organizations Customer Service

Web Publishing Graphics Marketing Advertising

Restaurant Experience Sales/Phone Marketing Employee Training

Tell us why (besides a love for animals) you want to work or volunteer at FTLOD?

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Work/Volunteer Experience

Summarize your previous work/volunteer experience.

--

Former Employers

Name	
City, State	
Position	
Start Date	
End Date	
Reason for leaving	

Former Employers

Name	
City, State	
Position	
Start Date	
End Date	
Reason for leaving	

Former Employers

Name	
City, State	
Position	
Start Date	
End Date	
Reason for leaving	

Education History

Name of School	
Years attended	Year Graduated:
Name of School	
Years attended	Degree Gained:
Name of School	
Years attended	Certificate Gained:

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

References:

Please list name, address, and telephone of three references, over the age of 21 and not a family member.

Name	Address/Zip	Phone
1.	_____	_____
2.	_____	_____
3.	_____	_____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Guidelines

1. All are required to attend interviews, orientations, and training as FTLOD deems necessary. New Hires are required to commit to a regular weekly schedule for 6 months or 70 hours minimum unless otherwise stated on job description.
2. All should be polite and helpful at all times. All people and animals are to be treated with respect and courtesy. New Hires are required to adhere to the rules explained in the training as it pertains to animal handling.
3. All should refer questions from the public regarding FTLOD policies to the owners only. All should maintain confidentiality in regards to FTLOD clients and business.
4. All must accept the guidance and decisions of the professional staff person responsible for activities. Problems and disagreements should be taken to the department supervisor or the owner.
5. All fur team members are responsible for keeping track of their schedules and logging in daily according to their supervisor's system. Reasonable notice is required if unable to make a shift.
6. For safety reasons, workers are required to wear appropriate attire when working with animals. Dress code will be established by each department. No Smoking is allowed on the property (see supervisor).
7. Volunteers should not be in any area of the facility without the proper training or supervision. Guests of volunteers/workers are not allowed to accompany the volunteer/worker during their shifts.
8. All shall agree to FTLOD's right to release them for unsafe practices, for not following the procedures described in orientations and training sessions, or for any behavior that is inappropriate for FTLOD business. Release will be determined by FTLOD personnel only.
9. Parents are required to sign paperwork for junior volunteers. We reserve the right to release a junior volunteer from his or her job without delay if we feel the situation is either unsafe or unproductive.
10. Any accident or injury to either a person or animal should be reported to a manager immediately.

Applicant initial: _____ Date: _____

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in working/volunteering with us.

I have read, understand and agree to the above information and the work/volunteer guidelines. I certify that the information provided here is accurate and complete. I authorize reference and employment verification as necessary for specific positions.

Signature

Date