Job Description:

- As a pet sitter & dog walker, employees will be assigned consistent clients that they will provide pet sitting and dog walking services to
  - Dog walking (single visits) services are scheduled based on the length of time, in 15-minute increments, up to an hour in length
    - Employees are paid based on an hourly wage
  - Pet sitting services are scheduled as 4 visits daily, broken up into specific time ranges throughout the day. Visits will total 3 ½ hours in length
    - Employees are paid based on a daily wage, dependent on the number of visits each day during pet sitting
      - First visit = Begin between 7-9 a.m.
      - Second visit = Begin between 12-2 p.m.
      - Third visit = Begin between 5-7 p.m.
      - Fourth visit = Begin between 9-11 p.m.
- During pet sitting and dog walking, employees can expect to provide general care for animals belonging to clients
  - Care may include adequate mental & physical exercise via walks, play, and training
  - Strengthening particular obedience behaviors during repeated visits
  - Providing medicine administration and grooming (as needed), excluding hair cuts
    - Training will be provided when needed for medicine administration or any grooming practice
  - Provide pet transport (with the employee’s persona vehicle) for scheduled services requiring such
- Assisting training lessons (as needed)
- Most all necessary equipment for various services will be provided by Pawsitive Pets, LLC to employees for use during work
  - All equipment must be returned at the end of employment (as applicable)
- All employees will complete a two-three-week training period that emphasizes learning theory application, training common obedience behaviors, recognizing body language, use of training aids, company standards, policies, & practices, client communication, etc.
  - Part of our success is our ability to shape behaviors & provide accurate information based on our knowledge and skillset. We aim to reinvent what is commonly associated with pet sitting, dog walking, and other animal care services by doing such
- Pay scale:
  - Starting pay = $9/hour during the first 3 weeks of training
    - Jumps to $10/hour + 25 % drive fee following the completion of training= $12.50/hour
  - Opportunity for a .25 cent/hour raise during each review
    - 3 months
    - 6 months
    - 1 year
  - Other opportunities for a raise
    - Completion of an approved certification program
    - Attendance of an approved conference
    - Exceptional performance of duties
    - Working numerous, major holidays
- Pet sitting pay
  - Non-overnight
JOB DESCRIPTION

PAWSITIVE PETS, LLC

• Full day = $40
• 3 visits = $30
• 2 visits = $20
• 1 visit = $10
  ▪ Overnight
    • Full day = $50
    • 3 visits = $40
    • 2 visits = $30
    • 1 visit = $20

• Benefits:
  o Tips by clients
  o Opportunity to expand knowledge by applying reward based training to pets
  o Holiday pay (for approved holidays)
  o Opportunity for promotion as the company expands
  o Partially paid conference opportunities after one year of employment as approved by Pawsitive Pets (other factors apply)
  o Travel time payment
    ▪ 10 hours of services = 2.5 hour of hourly wage added to paycheck

What We Are Looking for:
• A diligent person that has a passion for working with animals; primarily cats and dogs
  o Previous experience working with animals is not required but is certainly beneficial
• A well-rounded individual that can communicate effectively with clients (that are assigned to you) and coworkers on a frequent basis. Communication skills are a must
• The physical ability to actively engage animals in exercise, including but not limited to walks upwards of 45 minutes in length, multiple times throughout the day
• A person that is willing to grow his or her knowledge base in areas such as behavior, health, and overall animal care
• An understanding (or desire) to use non-aversive, non-force based methods of learning in all interactions with client animals
• A reliable means of transportation is necessary as well as the availability to work some holidays
• Looking to schedule ≈ 20-30 hours per week between pet sitting & single visits

Contacting Us: Please provide us with a resume & a completed application
• PawsitivePetsWL@gmail.com
• (765)-325-PAWS
• www.PawsitivePetsLLC.com
APPLICATION FOR EMPLOYMENT  PAWSITIVE PETS, LLC

Date: ______________________

PERSONAL INFORMATION

Name: __________________________________________________________________________

First  Middle  Last

Address: ________________________________________________________________________

Street  City  State  Zip

Date of Birth: ______________

Home Phone: (____) ________ - __________  Cell Phone: (____) ______ - __________

Please indicate your preferred phone number.

Email Address: ________________________________

Social Security Number: _____-____-______  Driver’s License Number: ________________________

Are you a U.S. Citizen?  [ ] Yes  [ ] No

Have you ever been convicted of a felony?  [ ] Yes  [ ] No

Are you at least 18 years of age?  [ ] Yes  [ ] No

Are you able to lift weight in excess of 50 pounds?  [ ] Yes  [ ] No

Do you have a reliable vehicle?  [ ] Yes  [ ] No

Name of Company through which your vehicle is insured: ____________________________

When is the best time to contact you? ____________________________________________

Desired Position: ______________________________________________________________

Desired Salary: __________________________________________________________________

Date Available to Begin Work: _____________________________________________________

EDUCATION

Please list in chronological order, starting with High School.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Location</th>
<th>Years Attended</th>
<th>Degree Received</th>
<th>Major</th>
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### APPLICATION FOR EMPLOYMENT

**PAWSITIVE PETS, LLC**

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### EMPLOYMENT

Please list your work experience for the past 5 years, beginning with your most recent job held. You may write on the back of the page if necessary.

**Employer:** _______________________________  **Dates Employed:** _______________________________

**Work Phone:** _______________________________  **Starting Salary:** $ __________  **Final Salary:** $ __________

**Address:** __________________________________________________________

- **Street:** _______________________________
- **City:** _______________________________
- **State:** _______________________________
- **Zip:** _______________________________

**Job Title:** ________________  **Duties Performed:** ________________________________________

**Supervisors Name and Title:** _______________________________________________________

**Reason for leaving:** _____________________________________________________________

**May we contact them? [ ] Yes [ ] No**

**Employer:** _______________________________  **Dates Employed:** _______________________________

**Work Phone:** _______________________________  **Starting Salary:** $ __________  **Final Salary:** $ __________

**Address:** __________________________________________________________

- **Street:** _______________________________
- **City:** _______________________________
- **State:** _______________________________
- **Zip:** _______________________________

**Job Title:** ________________  **Duties Performed:** ________________________________________

**Supervisors Name and Title:** _______________________________________________________

**Reason for leaving:** _____________________________________________________________

**May we contact them? [ ] Yes [ ] No**

**Employer:** _______________________________  **Dates Employed:** _______________________________

**Work Phone:** _______________________________  **Starting Salary:** $ __________  **Final Salary:** $ __________

**Address:** __________________________________________________________

- **Street:** _______________________________
- **City:** _______________________________
- **State:** _______________________________
- **Zip:** _______________________________
**APPLICATION FOR EMPLOYMENT**  
**PAWSITIVE PETS, LLC**

**Job Title:** ________________  **Duties Performed:** ________________________________________

**Supervisors Name and Title:** _______________________________________________________

**Reason for leaving:** _______________________________________________________________

**May we contact them?** [ ] Yes [ ] No

**Employer:** ______________________________  **Dates Employed:** _______________________

**Work Phone:** _________________  **Starting Salary:** $ __________  **Final Salary:** $ _______________

**Address:** ________________________________________________________________________

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<th>Zip</th>
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**Job Title:** ________________  **Duties Performed:** ________________________________________

**Supervisors Name and Title:** _______________________________________________________

**Reason for leaving:** _______________________________________________________________

**May we contact them?** [ ] Yes [ ] No

**Other training (include internships), certifications or licenses held:**
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

**REFERENCES**

Please list at least 3 personal references other than family members or any supervisors already listed under Employment section.

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<tr>
<th>Name</th>
<th>Relationship</th>
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<th>Phone Number</th>
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APPLICATION FOR EMPLOYMENT

PAWSITIVE PETS, LLC

AVAILABILITY

Please list all times that you are available (be specific). Preference will be given to applicants who have availability on Saturdays and Sundays.

<table>
<thead>
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<th></th>
<th>Sunday</th>
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Desired Number of Hours per Week: ______________________

Are you available to work at least one of the following major holidays:

- Thanksgiving? [ ] Yes [ ] No
- Christmas? [ ] Yes [ ] No

Are you also available to work at least one of the following holidays:

- Fourth of July? [ ] Yes [ ] No
- New Year’s Eve? [ ] Yes [ ] No

Are you also available to work at least one of the following holidays:

- Christmas Eve [ ] Yes [ ] No
- New Year’s Day? [ ] Yes [ ] No

Are you available to do overnight pet sitting (staying at a client’s house overnight)?

[ ] Yes [ ] No [ ] Only on certain days. Please list: ______________________

Is there anything else which you feel qualifies you for this position? Please use the following space to provide any additional information necessary to describe your full qualifications for this position. You may use the back side of this page if necessary.

ACKNOWLEDGMENT AND AUTHORIZATION

I certify that all answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including a criminal history background check. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I have also been made aware that all employees are required to sign a non-compete clause upon hiring, applicable to Tippecanoe County for 1-year post-termination (whether voluntary or involuntary).

Signature of Applicant: ______________________________ Date: ____________________