



Employment Application

612 Route 29, Middle Grove NY 12850
(518) 587-6673 (518) 584-1212 Fax (518) 691-4361

Name _____ Phone _____
Home Address _____ City _____ Zip _____
Emergency Contact _____ Phone _____ Relation _____

Work Experience (list most recent first) – can include babysitting, dog walking etc.

Employer _____ Phone _____
Address _____ City _____ State _____ Zip _____

Dates of Employment:

From _____ To _____ Contact _____

What were your duties in this position? _____

Reason for leaving? _____

Employer _____ Phone _____
Address _____ City _____ State _____ Zip _____

Dates of Employment:

From _____ To _____ Contact _____

What were your duties in this position? _____

Reason for leaving? _____

Employer _____ Phone _____
Address _____ City _____ State _____ Zip _____

Dates of Employment:

From _____ To _____ Contact _____

What were your duties in this position? _____

Reason for leaving? _____

List any experience you have with dogs and cats (use back for more space) _____

References (Please list 4 references that are not friends or relatives)

Name _____	Phone _____	Relationship _____
Name _____	Phone _____	Relationship _____
Name _____	Phone _____	Relationship _____
Name _____	Phone _____	Relationship _____

Education

High School Attended _____

Graduation Date (or projected date) _____ GED _____

Secondary School Attended _____

Graduation Date (or projected date) _____ Years attended _____

Other Education _____

Are you currently attending: high school _____ college _____ have additional job that will be kept if hired by Milton Manor _____

• What are your reasons for seeking employment at Milton Manor Pet Spa & Resort?

• Have you ever encountered an aggressive dog? Yes _____ No _____
If yes, please explain what happened and what you did

• If you could describe dogs in one sentence what would you say?

• What position are you seeking (select all you would be interested in – be sure to include a disclaimer form for each position)?

Kennel Assistant (must be 16 or older) _____ Activities Coordinator (must be 16 or older) _____

• Are you available to work (6am to 12pm (kennel assistant position), 8am to 12pm (activities coordinator & bellhop positions) and 3pm to 6pm (all positions)) when school is NOT in session:

Saturday Yes ___ No ___
Sunday Yes ___ No ___
Monday Yes ___ No ___
Tuesday Yes ___ No ___
Wednesday Yes ___ No ___
Thursday Yes ___ No ___
Friday Yes ___ No ___

Are you available to work the following peak periods:

Thanksgiving Break Yes ___ No ___
Christmas/New Years Break Yes ___ No ___
February Winter Break (elementary school schedule) Yes ___ No ___
April Spring Break (elementary school schedule) Yes ___ No ___
Memorial Weekend Yes ___ No ___
Labor Day Weekend Yes ___ No ___

Are you available to work the following holidays: Shorter Hours generally 6am – 9am & 3pm to 5pm (kennel assistant only)

Thanksgiving Day Yes ___ No ___
Christmas Eve Yes ___ No ___
Christmas Day Yes ___ No ___
New Year's Eve Yes ___ No ___
New Year's Day Yes ___ No ___
Easter Sunday Yes ___ No ___
Memorial Day Yes ___ No ___
July 4th Yes ___ No ___
Labor Day Yes ___ No ___

Are you looking to work when school is in session? _____

Please explain any information we may need to know about your availability (ie restrictions due to another job, planned vacations that would interfere with work etc):

Where do you see yourself in 1 year from today? If hired would you still be working for Milton Manor? _____

Where do you see yourself in 5 years from today?

• Are you seeking Full Time _____ or Part Time _____ or Temporary _____ work?
If part time, how many hours? _____ per _____
If temporary, from when to when? _____

• What are your pay requirements? \$ _____/hour

Do you have a driver's license? Yes ___ No ___ or Do you have a learners permit? Yes ___ No ___

Do you: ___ have your own car to take you to and from work, ___ require a ride from family or friend to be dropped off or picked up from work

• Do you have any allergies to dogs or cats? Yes ___ No ___

• Can you lift a 50 pound dog 4 feet off the ground? Yes ___ No ___

• Do you have any reactions or sensitivities to chemicals? Yes ___ No ___
If yes, please explain _____

• Do you have any problems cleaning up feces, urine or vomit? Yes ___ No ___

• Do you have any medical conditions we should be aware of? Yes ___ No ___ If yes, please describe

What are your hobbies? _____

Please describe what you expect your work day (daily duties) to be like at Milton Manor Pet Spa & Resort (use back of page for more space):

Did you have any required chores at your home as a young adult/teenager? Yes ___ No___ If yes please describe:

• Have you ever been convicted of a felony? Yes _____ No _____ If yes please give dates and details _____

The information I have supplied on this application is true and accurate. I understand that false information will be means for immediate dismissal if I am hired. Milton Manor Pet Spa & Resort has my permission to contact all employers and references I have listed on this application.

**Please include a copy of your driver's license or learners permit (if applicable)

**Please include a copy of your working papers if between 16 and 17 years old

**Please be sure to also read carefully and fill out the Milton Manor Pet Spa & Resort Disclaimer form for each position you are applying for (this is a separate form from this application).

AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED FOR HIRE.

Applicant's Signature _____ Date _____
E-mail address (required) _____

Office Use Only
Comments

Interviewed By: _____ Date _____
Keep for future possible hire Hire Date _____