



810 Tower Drive, Medina MN 55340 | 763-478-0203 | info@puptownmn.com | www.puptownmn.com

Employment Application

We are looking for outstanding individuals who have a passion for dogs, lots of energy, attention to detail and a great attitude to join our team. We have full and part-time positions with varied schedules, staffing 24/7/365. We offer a "bring your dog to work" program and a friendly work atmosphere.

PupTown job requirements include, but are not limited to, the following:

- Ability to manage groups of dogs in a calm, positive, and decisive manner
- Willing and able to work holidays and weekends
- Able to multi-task and handle stressful/busy situations
- Mature, dependable, punctual, and have a positive and enthusiastic attitude
- Great customer service and represent PupTown in a positive manner at all times
- Willing to work hard and have a strong work ethic
- Ability to lift 50 lbs and ability to run/move/react quickly
- Understand that cleaning is a HUGE part of the job
- Able and willing to take direction
- Able and willing to work a flexible schedule
- A team player and willing to do extra when necessary
- Must truly love dogs and enjoy being around them

Position: Dog Handler

Dog handlers manage groups of dogs in our playrooms and outdoor play area, but a huge component of this position is cleaning. Specifics entail:

- Able to competently, confidently, and decisively manage a group of dogs
- Able to be on your feet for an entire shift (up to 8 hours)
- Maintain a clean, safe, and enjoyable environment for all dogs
- Feed and care for dogs and monitors each dog to ensure clean water and comfortable bedding
- Clean rooms, dishes, and laundry
- Baths and dry dogs

Position: Front Reception

Front Desk position manage the computer, email, scheduling, phones and client interactions, as well as maintain a clean front entry. Specifics entail:

- Provide exceptional customer service, ensuring that all dogs and their owners have a pleasant experience
- Answer phones, makes reservations, complete dog registration and competently answer client questions
- Computer competence utilizing a variety of software programs
- Reconcile invoices and count/handle money
- Provide support for staff, play groups, feeding, cleaning and grooming, as requested
- Maintain a clean and stocked lobby

Please attach your resume with your completed application.

Personal Information

Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (____) _____

Email Address _____

Are you eligible to work in the United States? Yes _____ No _____

If you are under age 18, do you have an employment/age certificate? Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

Position/Availability

Position applying for: _____ Part-time: _____ Full-time: _____

Hours Available: Sunday _____ from _____ to _____

Monday _____ from _____ to _____

Tuesday _____ from _____ to _____

Wednesday _____ from _____ to _____

Thursday _____ from _____ to _____

Friday _____ from _____ to _____

Saturday _____ from _____ to _____

When date can you start? _____

Tell us about your specific animal experience: _____

References

Name/Title _____ Phone: _____

Name/Title _____ Phone: _____

Name/Title _____ Phone: _____

Employment History

Current Employer: _____

Supervisor: _____ Phone: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary/Wage: _____ Reason for Leaving: _____

Previous Employer: _____

Supervisor: _____ Phone: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary/Wage: _____ Reason for Leaving: _____

I certify that I am over 18 years of age, and the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above. I understand that State of Minnesota "employment at will" law exists at PupTown and that I may be terminated for any reason or no reason. I understand because of this there is no probationary process with my employment.

I understand that PupTown is a 24/7/365 business. I understand the need to work weekends and federal holidays and I am willing and able to do so.

Signature _____ Date: _____

Print name _____

If applicant is 18 years of age, or under, a parent or guardian may complete application by signing below.

I am the parent or guardian of the applicant named above. I understand that PupTown is a 24/7/365 business. I understand the applicant may be required to work on federal holidays and weekends. I will help support this work requirement.

Signature _____ Date: _____

Print name _____

PupTown is a drug-free workplace.