



4100 Westcor Ct. • Coralville, IA 52241
 Ph. 319-545-7111 • Fax 319-545-7113
 www.justdogisplaycare.com

Where a Dog Can Be Just a Dog-Gone Dog!

Employment Application

6-12

Applicant Information	
POSITION APPLIED FOR: _____ SEEKING: <input type="checkbox"/> Part-Time (hours per week): _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Temporary (explain): _____	DATE AVAILABLE: ___ / ___ / ___ DESIRED PAY: \$ _____

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ **E-mail address:** _____

Are you a Citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	_____	

(Note: No applicant will be denied employment solely on the grounds of a conviction. The nature of the offense, the date, the surrounding circumstances and the relevance to the position applied for may, however, be considered.)

Education

High School: _____ **Address:** _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ **Address:** _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ **Address:** _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references who could speak to your quality of work.

Full Name: _____ **Relationship:** _____
Company: _____ **Phone:** () _____
Address: _____

Full Name: _____ **Relationship:** _____
Company: _____ **Phone:** () _____
Address: _____

Full Name: _____ **Relationship:** _____
Company: _____ **Phone:** () _____
Address: _____

Previous Employment [Begin with MOST RECENT]

Company: _____ Phone: () _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Pay \$ _____ Ending Pay \$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Pay: \$ _____ Ending Pay: \$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Pay: \$ _____ Ending Pay: \$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
 Rank at Discharge: _____ Type of Discharge: _____
 If other than honorable, explain: _____

Do you own a dog, or have you ever owned a dog? Give details if so.

How do you rate yourself on the following:

LOW / HIGH		LOW / HIGH	
1 2 3 4 5	Work Ethic	1 2 3 4 5	Reliability
1 2 3 4 5	Doing Physical Labor/Getting Sweaty	1 2 3 4 5	Interacting with Customers
1 2 3 4 5	Telephone Skills	1 2 3 4 5	Staying Calm in Stressful Situation
1 2 3 4 5	Remembering Things	1 2 3 4 5	Following Procedures & Rules
1 2 3 4 5	Ability to Multi-task	1 2 3 4 5	Charging & Collecting Payments Accurately
1 2 3 4 5	Communications Skills with Co-workers	1 2 3 4 5	Taking feedback or criticism

Date Application Completed: ____ / ____ / ____

Please use this sheet of paper to tell us why you would like to work at JDPC and what special skills you possess that make you the most qualified person for the job.

Disclaimer and Signature

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations on this application or false statements made during the employment process may be considered sufficient cause for rejection of this application or dismissal if I have been employed, no matter when discovered by the Company.

I hereby authorize the Company to thoroughly investigate my references, employment record and other matters related to my suitability for employment and, further authorize my former employer or any third party to disclose to the Company all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure.

In addition, I hereby release the Company, former employers and all references listed about from and all claims, demands or liabilities arising out of or related to suit investigations or disclosure.

I understand that nothing contained in this application, or conveyed during any interview that may be granted is intended to create an employment contract. I further agree that if I am hired, my employment is for no definite period and may be terminated at the option of either myself or the Company. I further understand that no representative of the Company has the authority to make any assurances to the contrary.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire me.

Basic Job requirements:

- Excellent verbal and written skills
- Confident, motivated and excellent work ethic
- Previous experience working with animals preferred
- Strong interpersonal & organizational skills
- Ability to work independently as well as with a group
- Must be able to lift up to 50 lbs on a regular basis

THIS APPLICATION WILL BE KEPT ACTIVE FOR 30 DAYS. IF YOU ARE STILL INTERESTED IN EMPLOYMENT AFTER 30 DAYS, YOU MUST REAPPLY.

Signature: _____ Date: _____