

**Application**  
**Rock River Pet Resort**  
**1148 230th St, Waverly, Iowa 50677**  
**319-352-3200**

Rock River Pet Resort is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact us.

Please fill out the following as best of your knowledge:

**Applicant Information**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Employment Position**

Position(s) applying for: \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

What is your availability? For split availability use second row.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Availability on Holidays? \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

**Application**  
**Rock River Pet Resort**  
**1148 230th St, Waverly, Iowa 50677**  
**319-352-3200**

**Personal Information**

Do you have any friends, relatives, or acquaintances currently working for Rock River Pet Resort? Who? \_\_\_\_\_

Previously? Who? \_\_\_\_\_

Do you have any condition which would require job accommodations? \_\_\_\_\_

If yes, please describe accommodations required. \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or misdemeanor)? \_\_\_\_\_

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

\_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Please list below the skills and qualifications you possess for the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Highest level of education? \_\_\_\_\_

If currently in school, what grade? \_\_\_\_\_

Have you dealt with aggressive or scared animals? \_\_\_\_\_

What are the ways you have previously or currently work with animals? Including, but not limited to: Dogs, Cats, Horses, Rabbits etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Application**  
**Rock River Pet Resort**  
**1148 230th St, Waverly, Iowa 50677**  
**319-352-3200**

Do you now, or willing to learn, how to administer medication for pets? Including Insulin shots and "Pilling". \_\_\_\_\_

**References**

Please provide 3 personal and professional references below(Name, Relationship, Phone Number/Email):

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

**Rock River Pet Resort Job Description**

**JOB TITLE:** Rock River Pet Resort Staff

**SUPERVISOR:** MaKayla Lahmann

Here at Rock River Pet Resort, we pride ourselves in being pets home away from home. We work strongly to keep animals happy and healthy and feeling safe and secure. We are a dog and cat boarding facility, we offer daycare for approved dogs, and dog and cat grooming is available.

**GENERAL JOB DESCRIPTION:** This position requires a lot of physical activity. You will care for dogs in daycare. You will care for boarding cats and dogs. You will clean to keep the place neat and tidy and smelling fresh. You will also work the front desk, using payment options and the computer to work with customers. Customer Service is a must.

**MAJOR DUTIES AND RESPONSIBILITIES:** Fulfillment of assigned duties designated from the supervisor in the goal for the best care of the animals in our care, included but not limited to the following:

Daycare:

-Providing Water

-Providing optimal bathroom breaks

-Providing supervision for safe play.

Boarding:

**Application**  
**Rock River Pet Resort**  
**1148 230th St, Waverly, Iowa 50677**  
**319-352-3200**

- Providing Food as assigned
- Providing Water at all times
- Providing optimal bathroom breaks at least 4 times a day
- Providing Medications as assigned

Office:

- Providing optimal customer service
- Strong use of the computer, to check in and out animals
- Using payment methods

Cleaning:

- Dusting
- Sweeping/Mopping
- Work with strong chemicals
- Laundry
- Cleaning counters
- Cleaning windows
- Vacuuming
- Dishes

**QUALIFICATIONS FOR THE JOB:**

- Exceptional work with animals in any field.
- Proven customer service skills
- Computer Skills
- Customer Service
- Work with all types of animals
- Ability to think and act independently and acceptably

**PHYSICAL REQUIREMENTS:**

- Ability to lift at least 50 lbs
- Ability to move about caring for animals for up to 6 hours
- Ability to work close to the ground, or reach high shelving or other such things.

The relationship between you and Rock River Pet Resort is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Rock River Pet Resort .

You give permission for Rock River Pet Resort to order background reports prior to employment.

By signing this Job Description form, you are agreeing to the above requirements of the position, understanding amendments may be made at any time during employment; and that you would like to continue the hiring process. You certify that all personal information you provided is true and correct.

Applicant Signature: \_\_\_\_\_

**Application**  
**Rock River Pet Resort**  
**1148 230th St, Waverly, Iowa 50677**  
**319-352-3200**

Date: \_\_\_\_\_