



# Cape Ann Animal Aid

Christopher Cutler Rich Animal Shelter

4 Paws Lane, Gloucester, MA 01930

www.CapeAnnAnimalAid.org 978.283.6055

## EMPLOYMENT APPLICATION Animal Caretaker Level III

This position reports to the Shelter Manager and the Kennel Manager. This position requires strong customer service skills and professionalism; strong interpersonal skills and the ability to be a team player is essential. The Animal Caretaking position requires the ability to be flexible with the changing of duties and responsibilities to fit the changing needs of our organization and mission. Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or in the presence of a non-related medical condition or handicap.

Responsibilities and Duties of the Animal Caretaker staff:

- 1) Effectively and humanely handle and interact with cats and dogs
- 2) Ensure that all animal enclosures indoors and outdoors are thoroughly cleaned/disinfected every morning and throughout the day as needed
- 3) Ensure that all animals have appropriate toys, food, water, dishes, shelter, bedding and enrichment resources available at all times
- 4) Assist with keeping all areas in a neat, clean and organized fashion including inventory, restocking, and laundry rotation
- 5) Assist with seasonal care of outdoor areas as required
- 6) Be observant of and report/record the physical and emotional health of all animals residing at the shelter
- 7) Maintain a good attendance level, present a neat, clean and professional appearance and complete a 90-day working interview and training period
- 8) Position requires a flexible schedule with the ability to work nights, holidays, weekends, and a reasonable amount of overtime when duties require it
- 9) Assist with exercising, training, behavior modification and grooming of shelter animals as needed
- 10) Must be able to lift a minimum of 50 pounds.
- 11) Must work with and communicate with volunteers and other staff members in a safe and productive, professional manner
- 12) Maintain positive community relations by assisting visitors and being knowledgeable about pet care and training information
- 13) Must be able to work proficiently with computerized animal care records, email and web-based calendars
- 14) Perform other duties as requested by management

## APPLICANT INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_\_

Drivers License# \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

Have you applied here before? \_\_\_\_\_ When \_\_\_\_\_ Position \_\_\_\_\_

Start Date \_\_\_\_\_  Full time  Part Time  Temporary  Other \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last job.

**Employer 1** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone# \_\_\_\_\_ Supervisors' Name \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary or hourly rate \_\_\_\_\_

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**Employer 2** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone# \_\_\_\_\_ Supervisors' Name \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary or hourly rate \_\_\_\_\_

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**Employer 3** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone# \_\_\_\_\_ Supervisors' Name \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary or hourly rate \_\_\_\_\_

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### EDUCATION

Schools/Colleges Attended:	# Years	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any special qualifications for this job:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Qualifications:

- 1) Must have a current and valid Massachusetts Driver's License with a maintained good driving record.
- 2) Must be a High School Graduate or equivalent
- 3) Must have good conflict resolution skills and ability to deal effectively and politely with people from all types of backgrounds.
- 4) Must display sound judgment when working without supervision.
- 5) Must be physically able to perform all Animal Caretaker duties including moderate to heavy work and be able to lift minimum of 50 pounds.
- 6) Prior experience working with animals is preferred.
- 7) Must be able to work proficiently with computers to maintain animal care records, email and web-based calendars

## AVAILABILITY

**Please indicate the days and hours you are available based on the schedule below:**

Please understand that because Animal Caretaking involves caring for live animals, weekends and some Holidays are incorporated into all employees' schedules.

Monday (8am to 5pm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours:
Tuesday (8am to 5pm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours:
Wednesday (8am to 5pm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours:
Thursday (8am to 8pm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours:
Friday (8am to 7pm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours:
Saturday (8am to 5pm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours:
Sunday (8am to 5pm)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hours:

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## AGREEMENT

\_\_\_ **I certify** that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

\_\_\_ **I certify** that I have read the above job description and understand the physical labor, animal husbandry and veterinary medicine knowledge and skills the above listed position requires. By signing this job description I, \_\_\_\_\_, attest that I have the skills needed and have no recognized health conditions that would prevent me from doing said job.

**If hired, I certify** that I understand and agree to an initial 3 week working interview and a following probationary employment period of 90 days. I understand that during this 3 week working interview and following 90 day probationary period, employment is on a trial basis and is considered a continuation of the employment selection process. During this time, I understand that both parties (Cape Ann Animal Aid or myself) may terminate employment immediately, with or without cause and with or without notice. At the conclusion of this probationary period if the job duties and job performance is satisfactory, employment reviews will be conducted on a yearly basis unless negligent action or areas of growth on the part of the employee requires reviews at shorter intervals.

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_