



## Heidi & Hope Pet Services, LLC Naples, Florida

### Dog Walking Job Description Sheet

**Please note:** This position requires that you have a car and a deep love for dogs. You must also be able to self-manage and be comfortable walking in inclement weather.

#### Job description for Dog Walkers:

- After being hired, you will go to an initial interview to meet the owner and dog(s) to see if it is a good fit for you. Initial interviews are not compensated as this service is complimentary to provide an opportunity to see if the dogs are a good match for you and vice versa. Any additional visits made before starting with a particular client (e.g., shy dog or other reasons) will be compensated.
- If you want to walk multiple dogs or if you want to take dogs to a trail or dog park, your car must be "dog-friendly." Please be aware that dogs may shed in your car and/or may track mud in during inclement weather. A heavy blanket and towels will help to protect your car.
- Even when it is raining, dogs still need to go out. Dogs won't need to go out for the normal time of 30 minutes; you can walk them for 15 minutes during inclement weather and spend the remaining time indoors.

Do you have rain gear that will keep you dry?

Yes  No

Do you feel comfortable driving/walking in inclement weather?

Yes  No

- If dogs get dirty on a hike or walk, please clean them off and towel dry them (owners will provide towels) before putting them back in house. The owner will thank you!
- A flexible time frame in which to walk the dog(s) will be provided to you by me or the pet owners. For example, a 2 or 3 hour window during midday hours (11-2 is the usual time frame for midday walks).
- At the initial client interview, you will be provided with a key/code to the client's home or shown where the key is hidden.
- Occasionally, clients may be home sick or taking a day off at home; please be aware that even if you don't see the client, the client may be home.
- Please put the key in your pocket as soon as you get in the house, so you don't leave it inside and lock yourself out!
- Even if you are walking a very friendly dog (and most of them are), remember that some dogs you may encounter on a walk are NOT friendly. Keep the dog you are walking away from other dogs until you are certain the dog you see is friendly.
- You will initially start out walking one or two dogs at a time. If you would like to walk more, we can work you up to three dogs at a time. We at Heidi & Hope Pet Services, LLC do not walk

more than three dogs at one time. We do not charge for multiple dogs, but do charge more for longer time frames, such as 60-minute walks.

- All dogs must be leashed during the walk. No exceptions.

**The pay schedule is as follows:**

**\$12 per 30-minute walk**

**\$24 per 60-minute walk**

**If you would like to be able to transport pets for a walk, such as to a local park, please sign the auto liability release form below:**

I have a car that is "dog-friendly." I agree not to hold Heidi & Hope Pet Services, LLC and/or clients liable for any damage should any damage occur to my car while transporting dogs while under the employment of Heidi & Hope Pet Services, LLC.

I understand that I am subject to the laws and restrictions that govern vehicles within any operating area. Any violations or fines are the responsibility of the driver, not Heidi & Hope Pet Services, LLC.

I also affirm that I currently have auto insurance consistent with state requirements. If this changes, I agree to notify Heidi & Heidi Pet Services, LLC immediately.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_

Make and Model of vehicle \_\_\_\_\_

**If you do NOT wish to transport dogs in your car, please sign below:**

I am aware that I can walk the dog in the immediate neighborhood, and therefore, will NOT transport dogs in my car.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_

### Cat and Dog Vacation Visits Job Description Sheet

- Heidi will call you with dates that the client will need you and location of sit. You will receive directions and we will set up an interview time for you to meet the client.
- Please take notes on the Client Interview sheet provided by Heidi & Hope Pet Services, LLC. Be sure to ask questions about things that are not clear to you.
- Visit times are generally 30 minutes for dogs and cats. However, 60-minute visits are offered for multiple pets and/or pets who need extra time with us.
- The time will be spent walking the dog(s), feeding the animal(s), cleaning up any messes the animal(s) (or you) have made (including counter and utensils cleaned), scooping litter boxes daily, mail and paper pickup, and any light watering for indoor/outdoor plants. If you have time left over, you should sit with the dog(s) and/or cat(s) and play with and pet them.

**Important: Please call/text Heidi upon arrival of your first visit and when you are completing your last visit to let me know that all went well. Routine updates between are appreciated, as well.**

- Pet sitting visits are usually done at approximately the same time each day to maintain continuity for the dog(s), cat(s) and/or bird(s). Most cat visits are once daily and that time can (usually) be done as it suits your schedule. If the visits are twice daily for dogs and cats, please do one visit in the morning (7-8 a.m.) and one visit in the early evening (8-9 p.m.) unless the client requests otherwise.
- You will receive a key and/or code to the house. Please put the key in your pocket the moment you arrive in the house so you do not leave the key in the house and lock yourself out!
- Always respect client confidentiality. Do not bring your friends or children to the house or tell anyone that a particular client is away.
- Due to the bonding that occurs between sitter and animal(s), we require at least a six-month commitment to work with our company on an ongoing basis for any position with Heidi & Hope Pet Services, LLC. Please let us know if you have any questions about this or are unable to commit to us for the next six months.

**Most pet sit "assignments" are one week or more, but some may include weekends. I prefer hiring sitters that are available for both.**

Are you **available** for both week or more pet sit visits as well as occasional weekends?  Yes  No

**Pay schedule for pet visits are as follows:**

\$12 per 30-minute cat visit

\$12 per 30-minute dog visit

\$24 per 60-minute visit for multiple animals/pets who need more time

(Rates will be discussed more thoroughly at time of face-to-face interview)

You will be classified as an independent contractor of Heidi & Hope Pet Services, LLC. Therefore, we will not withhold taxes from your paycheck but will supply a Form 1099 at the end of the year (providing you earn more than \$600 in one year). Pet sitters are typically paid 3 to 5 business days after the conclusion of a pet sitting assignment.

Are there any upcoming dates within the next six months for which you will not be able to sit? If so, please list them below:

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I have read the above description about pet/house-sitting and agree to the terms listed above including, but not limited to, not using client's computer(s) and not having guests at the client's home.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_

**Dog Walker Schedule Availability**

Please list the hours you are available on the days below for dog walking. 11:00 a.m. to 2:00 p.m. are the hours most suited for midday walking. We ask that you must be available for at least two non-consecutive days, such as M/W/F or T/TH. This will help us determine how we can best work together in the future. Please list the hours that you expect to be available for dog walking for the next six months.

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

Are there any upcoming dates within the next six months for which you will not be able to sit? If so, please list them below:

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Are you comfortable walking/driving in inclement weather?  Yes  No

Do you own rain-gear?  Yes  No

Areas I would consider for walking on the days I have included above:

- East Naples
- South Naples
- Downtown Naples
- North Naples
- Golden Gate

Dog walkers, please note: \$100/week is average to start.

**Holiday Availability**

Please check the boxes of ALL the holidays that you ARE available for pet sitting:

- Easter
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas
- New Year's

Will your schedule allow you to work with Heidi and Hope Pet Services, LLC for at least six months?

- Yes  No

If no, please list the date that you are available until \_\_\_\_\_.

I already know I am **not** available to pet sit or dog walk during the dates listed below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Application for Employment**

Check all position(s) applying for:

- Dog Walker
- Cat and Dog Vacation Visits

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Mailing address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Do you check email at least once a day?  Yes  No

Available Start Date: \_\_\_\_\_

May Heidi and Hope Pet Services, LLC conduct a criminal and background check? You will be responsible for payment.  Yes  No

Sign here to provide authorization: \_\_\_\_\_

Do you have reliable transportation?  Yes  No

Do you have any physical limitations that would hinder your performance in the position applied for?

Yes  No

If YES, please explain \_\_\_\_\_

Do you own any pets?  Yes  No

If yes, please provide details (e.g., what kinds of pets): \_\_\_\_\_

\_\_\_\_\_

Have you done any pet care in the past?  Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL HISTORY:**

High School: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No

College: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No

Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  Yes  No

Degree: \_\_\_\_\_

**PET/HOUSESITTING REFERENCES:**

Name	Phone Number	Type of pets/overnights or visits
1. _____	_____	_____
2. _____	_____	_____

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS JOB EXPERIENCE:**

Please list your present employer, and previous 2 employers.

Employer: \_\_\_\_\_

Location (city/state): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

May we contact this employer?  Yes  No

Employer: \_\_\_\_\_

Location (city/state): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

May we contact this employer?  Yes  No

Employer: \_\_\_\_\_

Location (city/state): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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

May we contact this employer?  Yes  No

Are you available for at least six months to work on an ongoing basis with Heidi & Hope Pet Services, LLC?  Yes  No

If NO, please explain: \_\_\_\_\_

Do you have any credit, criminal, or driving offenses?  Yes  No

If yes, please explain (attach additional page if needed): \_\_\_\_\_

Do you plan to maintain another job/source of income? Answering yes does not exclude you from consideration, but does assist in planning availability.  Yes  No

If YES, please describe: \_\_\_\_\_

How many hours per week do you work at your present job? \_\_\_\_\_

Please list approximate hours per week you are available: \_\_\_\_\_ hrs/week.

Please check what animals you feel comfortable and/or have experience caring for:

- |                                 |                                      |                                  |   |                                   |
|---------------------------------|--------------------------------------|----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Dogs   | <input type="checkbox"/> Cats        | <input type="checkbox"/> Rabbits | <input type="checkbox"/> Parrots            | <input type="checkbox"/> Horses   |
| <input type="checkbox"/> Snakes | <input type="checkbox"/> Pocket Pets | <input type="checkbox"/> Lizards | <input type="checkbox"/> Small Farm Animals | <input type="checkbox"/> Chickens |

Others: \_\_\_\_\_

Please tell us why you are interested in pet visits, dog walking and/or house and pet sitting:

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

Please list 3 words that would describe why you would make a great pet sitter or dog walker:

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I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that Heidi and Hope Pet Services, LLC may verify the information I have furnished.

I understand and agree that any misrepresentation, omission, or falsification of information provided constitutes grounds for immediate dismissal and may disqualify me for employment and/or independent contractor status at Heidi and Hope Pet Services, LLC.

I authorize Heidi and Hope Pet Services, LLC to make inquiries regarding my education, work experience, references, credit and criminal history. I understand that any job offer, offer of independent contractor status, subsequent employment or subsequent independent contractor status may be conditioned on the company's receipt of a satisfactory background inquiry. I agree to cooperate in such inquiry and understand that providing misleading information may result in disqualification and/or termination. By electronically submitting this application, I certify that I have read and agree with these statements and conditions.

Heidi and Hope Pet Services, LLC is an equal employment opportunity employer. Accordingly, no person shall be discriminated against on the basis of race, color, sex, gender identity, transgender status, religion, national origin, age, disability, sexual orientation, marital status, military or veteran status, genetic information or any other category protected by federal, state, or local law. This policy applies to all areas of employment including recruitment, hiring, training and development, promotion, transfer, compensation, benefits, discipline, separation and other terms, condition and privileges of employment.

By submitting this application, I agree to these conditions.

I certify that I have read and agree with these statements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_