



Heidi & Hope Pet Services, LLC
Naples, Florida

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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:

\$12.00 per 30-minute walk

\$16.00 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 and 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 _____



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Overnight Pet/House Sitter Job Description Sheet

Please sign your name at the bottom of the page after reading the job description for pet/house sitters.

Please note: You must have at least 2 references (with telephone numbers) for overnight pet/house-sitting to apply for this job. Local references are encouraged but are not required.

Job description for Overnight Pet/House Sitter:

- Heidi will call you with the dates of a potential housesit as well as the location and description of animals to be cared for. We will then determine a mutually agreeable time for you to meet client and pet(s) for an initial interview.
- The initial interview will include you, the client, and the pet(s). Heidi may also be present. At the interview, please take notes on the Client Interview form provided by Heidi & Hope Pet Services, LLC.
- Most overnight jobs range from two nights to two weeks. We prefer to hire sitters who are available for both durations of sits. Are you available for both short and long durations?
 Yes No
- Some dogs need mid-day walks, in addition to morning and evening walks. Does your daytime schedule allow for a quick mid-day visit between 11-2? Yes No
- If Heidi is not present for the initial interview, we require that you call/text Heidi after you have met the client at the initial interview and also at the start of the pet sitting job. If you are at a sit longer than one week, please call once a week to check in.
- **House duties:** Most overnights require some routine tasks such as plant care and getting the mail/packages. Please be sure to water plants as needed and pick up the mail/any packages. You are not required to clean the house, but we ask that you clean up after yourself and leave it looking the way you found it. Sheets will be clean and on the bed for you. Please wash them and put clean sheets back on the bed before you leave.
- You are not required to be there 24 hours a day, but you are at least required to be at the house between 8 p.m. and 8 a.m. (plus a mid-day visit if requested). **Please note:** If you have a time conflict with this, please let us know; we can usually work it out with the client with advance notice.
- Please do not use client's computer for any reason even if they grant permission. You are welcome to bring your own computer and discuss with the client how to connect your computer to the Internet during your stay.
- Our company policy requires that you do not allow anyone else to enter the client's home during your stay there. If you have any questions or concerns about this, please discuss with Heidi.

- Due to the nature of house sitting and the bonding that occurs between sitter and animal(s) (and owner with sitter!), we require at least a 6-month commitment to work with Heidi & Hope Pet Services, LLC. This does not mean that you must agree to every job for which we request, but it does mean that you are willing to commit to working with Heidi & Hope Pet Services, LLC on an ongoing basis for at least six months.

Pay schedule is as follows:

\$36/per night for dog & cat housesits

Please list areas in Naples where you are unable to housesit:

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:

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 _____



Heidi & Hope Pet Services, LLC
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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:

\$12.00 per 30-minute cat visit

\$12.00 per 30-minute dog visit

\$16.00 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:

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 _____



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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. Thank you!

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:

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.



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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. _____



Heidi & Hope Pet Services, LLC
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Application for Employment

Check all position(s) applying for:

- Dog Walker
 Overnight Pet/House Sitter
 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:

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 _____