



Butler Veterinary Associates, Inc.

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Serving the community since 1992

Name: _____

Today's Date: _____

Address: _____

Home Phone: _____
Other Phone: _____

POSITION APPLYING FOR:

Technician Tech Assistant Receptionist Kennel Attendant

30-40 hours per week 10-29 hours per week Seasonal for _____

Weekends Only Evenings Only Daylight Only Available all hours
Possible end time of 9 PM Possible start time of 7:30 AM 7:30 AM - closing

Salary Expectation: \$ _____/hr

WORK HISTORY (begin with most recent):

Job Location: _____ Dates: _____

Address & Phone: _____

Supervisor: _____

Position/Title: _____

Duties: _____

Reason for leaving: _____

Job Location: _____ Dates: _____

Address & Phone: _____

Supervisor: _____

Position/Title: _____

Duties: _____

Reason for leaving: _____

Job Location: _____ Dates: _____

Address & Phone: _____

Supervisor: _____

Position/Title: _____

Duties: _____

Reason for leaving: _____

EDUCATION:

High School _____

Graduated: () Yes () No () GED Date:

College _____

Graduated: () Yes () No Date:

Please give us **5 attributes** that you can consistently bring to our hospital that will make you indispensable:

Please describe your experience with animals and animal care taking:

Please review the JOB DESCRIPTION – are there any aspects of the job you have questions about? That you are unsure of? That you have concerns about?

Have you ever been convicted of a felony? (If yes, please explain)_____

I am giving my consent to permit Butler Veterinary Associates to conduct a background check on the information I have provided. I release previous employers, schools and any agents acting on behalf of the company or school from any and all liability relating to any investigation of the information contained in this application. _____ initials

I understand that no promises regarding continued employment have been given to me about this job. If I am offered this position, I have the right to be terminated at will, with or without cause or notice, and I may resign at any time. _____ initials

I certify that the information contained in this application is correct. If the company determines that any of the information submitted in this application is false, I shall be immediately disqualified from consideration for employment and/or discharged from employment in accordance with company policy.

Applicant's signature: _____ Date: _____

JOB DESCRIPTION

KENNEL PERSONNEL

Job Summary: The kennel is the pets' home away from home, and as such must be comfortable, clean and a place where pets are given the best care. Kennel personnel must represent the organization in a professional, caring and knowledgeable manner. Must maintain the kennel facility according to the specification of both BVA and regulatory agencies. Must care for the animals in the facility with the utmost respect with careful attention to comfort and treatment.

Essential Duties & Responsibilities: These include the following duties; however, other duties may be assigned.

- To provide the best quality compassionate veterinary care.
- To educate yourself and our clients so that we can make informed decisions.
- To treat all patients, clients and teammates with respect and dignity.
- To promote an awareness of veterinary medicine and its importance to the community.

a) Animals-

- Feed and water according to individual animal requirements
- Clean cages and runs, including surface and doors
- Obtain samples as directed
- Report any abnormalities or emergency situations
- Monitor post-anesthesia recovery
- Administer medications as directed
- Exercise according to individual animal requirements

b) Housekeeping-

- Clean cages and runs
- Clean feed and water bowls
- Maintain open drains
- Maintain litterboxes
- Empty garbage cans
- Laundry
- Maintain open dryer vent
- Refill papertowel dispensers throughout hospital

c) Outside Maintenance-

- Outside grounds clean up of animal fecals
- Water plants as needed
- Maintain clear walkway in the winter (shovel and salt)
- Sweep the front parking lot of debris
- Treat walkway and parking areas for urine and fecal stains

d) Assist

- Provide assistance to other staff members as needed

e) Team Projects

Establish involvement with kennel teams and other teams of interest to you.
Develop new ideas for your respected teams.
Participate and / or supervise team projects.

Kennel Personnel continued

JOB DESCRIPTION

KENNEL PERSONNEL

f) Client Service

Become familiar with clients and pets in order to make them feel welcome.
Greet clients and pets by name.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Rotating schedule is required and based on needs of the pets and the business.

Daytime, Evenings, Holidays and Weekend hours are required

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education: High School diploma or equivalent required.

Knowledge and Skills:

Possess the ability to work without supervision, be self-motivated, have love for animals, exhibit good care giving characteristics, able to operate washer, dryer, and vacuum.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, handle objects, tools or controls, and reach with hands and arms. The employee frequently is required to stand and sit. The employee is required to walk, stoop, kneel and talk and hear. The employee must regularly lift and/or move up to 40 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.