



Please mail, e-mail, or bring in person to:
 2107 Frontage Road
 Holton, KS 66436
 heartlandvetks@yahoo.com
 Phone : 785-364-4495

EMPLOYMENT APPLICATION – KENNEL TECHNICIAN

DATE: _____

APPLICANT INFORMATION

Name _____ (Last) _____ (First) _____ (M.I.) DOB: _____ MM/DD/YYYY

Present Address _____ (Street Address) _____ (City) _____ (State) _____ (Zip Code)

Telephone _____ Circle: Cell or Home E-mail _____

Name(s) of Parents/Guardians _____ Telephone _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

How many hours can you work weekly? _____ When are you able to start work? _____

DESIRED EMPLOYMENT

Do you plan to maintain employment elsewhere, in addition to working here? YES NO

Are you able to lift at least 50lbs without assistance? YES NO

Are you able to withstand force up to at least 50lbs? YES NO

Are you able to stand, push, pull, bend, kneel or squat for extended periods of time? YES NO

Do you possess good hand-eye coordination, arm, hand, and finger dexterity, including the use of hands to handle, grasp or feel animals? YES NO

Do you possess ambulatory skills to sufficiently move on all types of floor and ground conditions, including but not limited to, wet, icy, frozen, rough? YES NO

List any allergies, medical conditions or limitations which may affect your work: _____

AVAILABILITY

This position requires a rotating weekend schedule. Are you able to meet this requirement? YES NO

You will be required to work a rotating holiday schedule. Are you able to meet this requirement? YES NO

Are you willing to swap shifts with coworkers in the event they fall ill or have an emergency? YES NO

Please indicate days of the week that you are available to work:
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Are you able to drive yourself to work? YES NO

If no, do you have a reliable source that can drop you off no later than 3:45pm during the week? YES NO

If you rely on someone to drive you to and from work, are they willing and able to transport you on holidays and all weekend shifts? YES NO

Do you participate in sports or other extracurricular activities? YES NO

Please note any seasonal schedule requirements for those sports/activities that would limit your availability to work on a regular basis: _____

WORK HISTORY & EMPLOYMENT (please give accurate and complete info, starting with present or most recent employer)

Have you ever been discharged or asked to resign from employment? YES NO

If yes, please explain: _____

Did you receive any written or verbal reprimand in the last 12 months of active employment? YES NO

If yes, please explain: _____

Company Name _____ Telephone _____

Address _____ Employed from _____ to _____

Name of Supervisor _____ Starting Pay _____ Ending Pay _____

Reason for Leaving _____ May we contact? YES NO

State your job title and describe your work, skills used, duties performed, advancement or promotions you received. _____

Company Name _____ Telephone _____

Address _____ Employed from _____ to _____

Name of Supervisor _____ Starting Pay _____ Ending Pay _____

Reason for Leaving _____ May we contact? YES NO

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GENERAL AGREEMENT

Heartland Veterinary Health Center, LLC is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with Heartland Veterinary Health Center, LLC depends solely on your qualifications.

I agree to conform to the rules and standards of the practice, as amended from time to time at the employer's discretion. I understand that any misrepresentation, falsification, or omission of material information on this application may result in my failure to receive an offer, or, if I am hired, in my dismissal from employment. I hereby certify that the information contained in this application form is true and correct to the best of my knowledge.

(Signature)

(Date)



Job Description: Kennel Technician

As a kennel technician, you are expected to clean the dog and cat kennels, the treatment area, examination rooms, reception area, large animal barn and pens. In addition, you may be asked to return medications or supplies to their proper location, lift heavy objects, and undertake special projects. Below is a description of the daily work that is expected. This list is not intended to be all-inclusive.

<p>Walk Dogs: Always use a slip lead and remain within the fenced in portion. Dogs are to be walked at least 10 minutes per shift.</p>
<p>Clean Runs: including sidewalls and tops of walls, using dairy brush and Rescue.</p>
<p>Clean Dog Cages: including doors, sidewalls, cage ceiling and grates, using dairy brush and Rescue.</p>
<p>Clean litter boxes using Clorox to wash the boxes daily.</p>
<p>Clean dog ward and cat ward, including floors, walls, and under the cage units, using a brush, mop and squeegee.</p>
<p>Laundry – KEEP GOING AT ALL TIMES! Fold dry laundry, transfer wet laundry from washer to dryer, and start wash for any dirty laundry. Hang bibs once they're done air drying.</p>
<p>Clean Food Prep Room, including washing all dishes, again, cleaning the sink with a bathroom cleaner, and polishing the sink.</p>
<p>Reorganize the Central Pharmacy - replace hospital supplies and bottles of medications on the shelves or in the cabinets. If you do not know where it goes, ask. Throw away used needles and slides in the sharps container, and used syringes in the trash. All clutter should be removed from the counters.</p>
<p>Wipe down Central Pharmacy Counters - Using Rescue or Platinum Plus, wipe off all counters in the Central Pharmacy. Check for gooies and smears on cabinet fronts and wipe down. Hydrogen peroxide can be used to remove blood residue.</p>
<p>Clean Wet Table, inside and out, including the grate, using a brush and bathroom cleaner such as Lime Away, Soft-Scrub, Ajax. Squeegee dry.</p>
<p>Wash any surgery trays, trach tubes, masks.</p>
<p>Exam Rooms - Clean countertops using Rescue or Platinum Plus. Pick up all clutter and replace meds and hospital supplies on the shelves. Straighten flyers and pamphlets. Wipe cabinet fronts and doors. Clean sinks with Soft Scrub, Comet, or other stainless-steel cleaners.</p>
<p>Reception Area - Clean counter with Rescue or Platinum Plus daily. (Spray cloth and then wipe counter. Do not spray counter and then wipe)</p>
<p>Saturdays - Reception Area -- Clean shelves on all display units. Clean window sills. Clean windows, inside and out. Clean cooler. Wipe down shelves and dog food products and front. Dust all wall hangings throughout the clinic.</p>

Back Office: Clean bathroom, remove trash, vacuum and mop floor and thoroughly wipe down counterspace.

Bathrooms - Clean sink with bathroom cleaner, polish faucets. Clean toilets with toilet bowl cleaner and brush. Clean mirror with Windex. Wipe off door knobs and toilet handle with platinum plus.

Groom Room – Clean tub with Soft Scrub, Lime-Away, Comet, or other stainless-steel cleaners.

Large Animal Area - Pick up litter and clutter. Replace meds and supplies on shelves or in vet cabinet. Sweep the floor daily. Hose the floor daily. Scrub floors, when necessary, with a brush and using Clorox as needed to combat odor and germs.

Alley Ways/Chute – Clean the alley ways and the chute with water and a scrub brush, daily.

Outside Pens - Scoop out and hose daily.

Empty All Trash Cans Daily

Rugs - Vacuum Daily. Pick up and sweep and mop under both rugs each time you mop.

Floors - Vacuum the floors thoroughly every day. Move the photocopier, chairs, trash cans, and any other semi-portable object to vacuum underneath.

Mopping - This is IMPORTANT. Heed this warning and these instructions! Using clean water, mop the floors, and use a scrub brush when necessary to prevent build-up. CHANGE THE MOP WATER AT LEAST TWO TIMES EACH MOPPING. Move all semi-portable objects.

Closing/End of Day - Check that all three doors in the large animal area are chained or otherwise locked, that the walk door from the large animal area to the clinic is locked, that the back door is locked and the light above the back door is turned on, that the dog ward outside door is locked and that the outside light is on, that the door between the dog ward and the food prep room is locked, and that the front door is locked and the outside light is on. Please also make sure that the north clinic door is locked. All lights in the clinic should be turned off except for central pharmacy if we have patient in the ICU cages. All clinic cats are to be placed in respective area.

WEEKEND SHIFTS (specifically with boarders or hospitalized animals) – You are expected to be able to work all weekend shifts when you are scheduled to work a weekend. If we have boarders or hospitalized animals, you will be informed and will need to be at the clinic on both Saturday and Sunday. Your priority of the day is to care for the animals who are here for the weekend as directed to do so. If animals are physically able to do so, you are encouraged to walk them more than twice a day. (If you walk at 8am and are still here at noon, feel free to walk them again. You do not have to limit their walks to just morning and night.) You are never to miss a weekend shift because you had other plans. You should think of and care for these pets as if they are your own. You are to arrive no later than 8am Saturday morning, 9am Sunday morning and no later than 6pm for each evening weekend shift.