

JOB APPLICATION

Bluegrass Barkery

152 West Tiverton Way, Suite 180, Lexington, Kentucky 40503 859-523-3733

162 Old Todd's Road, Suite 150 Lexington, Kentucky 40509 859-233-3647

Bluegrass Barkery is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please complete all the sections below:

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email Address: _____

Date of Application: _____

Employment Position

Position(s) applying for: Sales Associate

How did you hear about this job? _____ Are you looking for full or part time employment? (Circle)

What days are you available for work? _____

What hours or shift are you available for work? _____

Please indicate which shifts most closely resemble your availability:

- | | | | |
|------------|--|---|--|
| | <input type="checkbox"/> Any Mornings | <input type="checkbox"/> Any Mid-shift | <input type="checkbox"/> Any Evenings |
| Monday: | <input type="checkbox"/> 9:45am-3:00pm | <input type="checkbox"/> 11:00am-7:00pm | <input type="checkbox"/> 2:00pm-8:15pm |
| Tuesday: | <input type="checkbox"/> 9:45am-3:00pm | <input type="checkbox"/> 11:00am-7:00pm | <input type="checkbox"/> 2:00pm-8:15pm |
| Wednesday: | <input type="checkbox"/> 9:45am-3:00pm | <input type="checkbox"/> 11:00am-7:00pm | <input type="checkbox"/> 2:00pm-8:15pm |
| Thursday: | <input type="checkbox"/> 9:45am-3:00pm | <input type="checkbox"/> 11:00am-7:00pm | <input type="checkbox"/> 2:00pm-8:15pm |
| Friday: | <input type="checkbox"/> 9:45am-3:00pm | <input type="checkbox"/> 11:00am-7:00pm | <input type="checkbox"/> 2:00pm-8:15pm |
| Saturday: | <input type="checkbox"/> 9:45am-3:00pm | <input type="checkbox"/> 11:00am-7:00pm | <input type="checkbox"/> 2:00pm-8:15pm |
| Sunday: | <input type="checkbox"/> 12:45am-6:00pm | <input type="checkbox"/> 1:00pm-6:15pm | |
| | <input type="checkbox"/> Open Availability | | |

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____

Hourly Wage/Salary desired: _____

Have you applied elsewhere? Yes No

Our starting pay is competitive and varies depending on the position and experience. Raises are available once training is complete and dependent on part or full-time status. Additional raises are available as you gain experience and take on new responsibilities.

Personal Information

Have you ever applied to or worked for Bluegrass Barkery before? Yes No

If yes, when? _____

Do you have any friends, relatives, or acquaintances working for Bluegrass Barkery? Yes No

If yes, state name & relationship: _____

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status? _____

Will you consent to a mandatory controlled substance test? Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case: _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying: _____

(Note: Bluegrass Barkery complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

How would your former employers describe your work performance and attitude? _____

How often would you say you were tardy or called in sick for your last jobs? _____

Have you ever left a job without providing a 2-week notice? Yes No

If yes, please explain: _____

What has been your favorite job and why? _____

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Education

1. Do you hold a high school diploma? Yes No
2. Are you currently a student? Yes No
 - a. If yes, where are you currently a student? _____
 - b. What is your major? _____
 - c. If no, have you previously attended University/Vocational School? Yes No
 - d. For how long? _____
 - e. Where? *please list all* _____

Military:

- Are you a member of the Armed Services? Yes No
- What branch of the military did you enlist? _____
- What was your military rank when discharged? _____
- How many years did you serve in the military? _____
- What military skills do you possess that would be an asset for this position? _____

Employment History

We ask for ALL jobs within the last 10-years regardless of length of time employed. Attach additional sheets if necessary.

1. Company: _____ Job Title: _____
Dates of Employment: _____
Complete Address: _____
Phone Number: _____ Supervisor: _____
Reason(s) for leaving (be specific): _____

What did you do for the company? _____
Do you currently still work here? Yes No If "yes", may we contact your employer? Yes No
Were you able to provide a two week notice upon your leaving? Yes No
2. Company: _____ Job Title: _____

Dates of Employment: _____

Complete Address: _____

Phone Number: _____ Supervisor: _____

Reason(s) for leaving (be specific): _____

What did you do for the company? _____

Do you currently still work here? Yes No If "yes", may we contact your employer? Yes No

Were you able to provide a two week notice upon your leaving? Yes No

3. Company: _____ Job Title: _____

Dates of Employment: _____

Complete Address: _____

Phone Number: _____ Supervisor: _____

Reason(s) for leaving (be specific): _____

What did you do for the company? _____

Do you currently still work here? Yes No If "yes", may we contact your employer? Yes No

Were you able to provide a two week notice upon your leaving? Yes No

4. Company: _____ Job Title: _____

Dates of Employment: _____

Complete Address: _____

Phone Number: _____ Supervisor: _____

Reason(s) for leaving (be specific): _____

What did you do for the company? _____

Do you currently still work here? Yes No If "yes", may we contact your employer? Yes No

Were you able to provide a two week notice upon your leaving? Yes No

References

List at least two personal or professional references. At least one needs to be from a past work experience. The other can be non-work related but cannot be a relative.

Name: _____ Company & Position: _____

Phone: _____ Email: _____

Name: _____ Company & Position: _____

Phone: _____ Email: _____

Name: _____ Company & Position: _____

Phone: _____ Email: _____

Additional Information:

What role have animals played in your life? _____

What motivated you to apply with our company? _____

What would your most recent supervisor have to say about you? _____

Please describe yourself in five words. _____

If we think you may be a good fit to work with our sister company, The Local Wag, may we refer your application? Yes No

AT-WILL EMPLOYMENT

The relationship between you and the Bluegrass Barkery is referred to as "employment at will." This means that your employment can be terminated at any me for any reason, with or without cause, with or without notice, by you or the Bluegrass Barkery. No representative of Bluegrass Barkery has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: _____ Dated: _____

Job Description

Sales Associate

A Store Staff Member is a crucial part of the store team that gives Bluegrass Barkery customers useful, accurate answers to non-veterinary questions about cats and dogs. Store Staff Members have a commitment to expanding their knowledge of dogs and cats. They're flexible; they have good judgment, and they work together to ensure that Bluegrass Barkery stores are clean, interesting and happy places for customers and staff to shop, work and talk with each other.

The goal of all Bluegrass Barkery staff is to create an environment where dogs and their humans are served. We strive to make the most compatible playgroups and select only the most suitable dogs for daycare attendance. We understand the importance of the extra things that add to an overall welcoming experience for each pet. Our goal is to have every pet excited to arrive at Bluegrass Barkery and every customer trusts us as they leave.

Primary Accountabilities

- Every dog and cat owner has an educational, interesting and fun visit to Bluegrass Barkery.
- Treats every customer and coworker with friendliness and respect.
- Every customer has gotten as much or as little help as he or she wanted.
- Every transaction is accurately performed.
- Decisions reflect best judgment informed by an understanding of Bluegrass Barkery's principles, practices and customer experience.

Primary Qualifications

- Speaks clearly and honestly – and follows through
- The ability to work as part of a happy and effective team.
- Ability to repeatedly lift and carry 50 pounds during open-store and receiving shifts
- Likes to think critically, analyze and evaluate situations and come up with a solution
- Enjoys researching and reading a variety of written materials, then sharing what they've learned
- Competent arithmetic skills and comfortable using computers, adding machines and calculators
- Self-motivated yet comfortable taking direction and working alone or in groups
- A sense of humor

Sales Associates need to be physically capable of performing the following tasks:

- Carry a 50lb bag of dog food and stack boxes of heavy treats, toys, etc.
- Run a cash register and perform basic mathematic skills
- Physical stamina to remain on feet for up to 8 hours while interacting with dogs and/or clients.
- Sweep, mop, dust, and clean to keep the retail front in good condition.
- Ability to deal with people of all types and make decisions

To excel at Bluegrass Barkery, an employee needs at least the following characteristics:

- **Hardworking:** The job can be physical; all employees must be able to handle the physical responsibilities and be able to take initiative.
- **Organizational & Time Management Skills:** All employees should have the ability to be able to multi-task, organize and understand their responsibilities for the day, and perform all tasks delegated to them in an efficient manner. People who lack organizational or time management skills will have difficulty with the job.
- **Dependability:** Being a part of a small business each employee plays a vital role. Bluegrass Barkery employees are expected to be very dependable and self-sufficient, so they always arrive on time ready to work and need little guidance once training is complete.
- **Eye for Detail:** Seeing things that need to be done and doing them.
- **Team Player:** Shifts are always run with a team of three or more. Employees must be able to work well as a member of this team.
- **Responsibility:** Each employee needs to possess a high sense of responsibility and take pride in his or her work.

All Bluegrass Barkery employees (unless otherwise specified) are required to perform at least the following tasks:

- **Cleaning:** All employees are responsible for keeping the animal care areas clean and sanitized.
- **Organization:** All employees must keep track of pets' belongings (food, bedding, toys, etc.) and follow proper labeling and storage procedures. All paperwork and tasks should be completed in a timely, efficient manner.
- **Customer Service:** Every employee understands the importance of good customer service and strives to uphold the Bluegrass Barkery's high standards for customer service and go the extra mile whenever possible.