



# Application for Employment

Applicants may be tested for illegal drugs.

Please complete the following form and return it to Suite Paws:

1) Mail to 110 S. Rogers Lane, Raleigh, NC 27610

2) Email to jobs@suitepaws.com

3) Fax to (919) 231-1773

Date: / /

## NAME AND CONTACT INFORMATION

First: Middle: Last:

Address:

City: State: Zip:

How long have you lived at your current address?

Telephone: Email:

Social Security #: Are you over 18 years of age?  Yes  No

Are you a US Citizen?  Yes  No If no, do you have a valid US work visa?  Yes  No

Are you a full-time student?  Yes  No If so, at what institution?

## POSITION AND AVAILABILITY

### Applying for

- Front Desk & Retail
- Kennel Assistant
- Daycare Attendant
- Groomer
- Driver

### Days/hours available to work

(check box next to available day and write in available hours)

- MON
- TUES
- WED
- THU
- FRI
- SAT
- SUN

### Available Start Date

/ /

Hours available per week:

Hours of day available:

### Employment desired

- Full-time only
- Part-time only
- Full- or part-time

### Comments

ADDRESS  
110 S. Rogers Lane  
Raleigh, NC 27610

PHONE  
(919) 231-1112

FAX  
(919) 231-1773

WEB  
www.suitepaws.com

EMAIL  
info@suitepaws.com

### EDUCATION & TRAINING HISTORY

High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College and Degree: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Business or Trade School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Professional School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

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

### DRIVING RECORD

Do you have a driver's license?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State of issue: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Only applicants applying for the Driver position are required to answer the next two questions.

Have you had any accidents during the past three years?  Yes  No If yes, how many? \_\_\_\_\_

Have you had any moving violations during the past three years?  Yes  No If yes, how many? \_\_\_\_\_

### COMMENTS

Use this space to add any additional information necessary to describe your qualifications for the position for which you are applying. Please list any specific skills you would like to mention, such as experience with animals, computer skills, etc...

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

**REFERENCES**

Please list two references **other than** relatives:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Contact Telephone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Contact Telephone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**MILITARY**

Have you ever been in the armed forces?  Yes  No

Are you currently a member of the National Guard?  Yes  No

Specialty: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

**WORK EXPERIENCE**

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Present or most recent employer: \_\_\_\_\_ Job title/position: \_\_\_\_\_

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

Employment dates From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

**List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.**

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

May we contact your present employer?  Yes  No

Employer: \_\_\_\_\_ Job title/position: \_\_\_\_\_

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

Employment dates From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

**List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.**

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

Employer: \_\_\_\_\_ Job title/position: \_\_\_\_\_

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

Employment dates From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

**List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.**

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

Employer: \_\_\_\_\_ Job title/position: \_\_\_\_\_

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

Employment dates From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Reason for leaving (be specific): \_\_\_\_\_

**List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.**

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

Did you complete this application yourself?  Yes  No If not, who did? \_\_\_\_\_

How did you hear about Suite Paws Pet Resort and Spa? \_\_\_\_\_