

**“Your Place or Mine”
Pet Sitting with TLC
PO Box 363
Centerville, MA 02632**

Dear pet sitter or dog walker,

Thank you for your interest in working with “Your Place or Mine”

After looking over the information you have received, please mail this packet back to me. I will then contact you for an interview if you seem like a viable candidate for the job(s) we have available.

- 1. Read the job description detailing the position you are interested in, sign it at the bottom and complete the enclosed application(s).**
- 2. If you are applying for the overnight sitting position, please include *at least* two names and numbers of pet owners who have had you care for their pets overnight (not crucial for daily pet visiting/walking positions but mandatory for those interested in overnight sits). Thanks!**
- 3. Mail the completed applications by _____, so we can consider you for the interviews we’ll be doing in the near future.**

Mail the packet back to me by _____ to the address above.

Thank you,

Terrie

“Your Place or Mine”

You will be classified as an independent contractor of “Your Place or Mine”. Therefore, I 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 7 to 10 days after the conclusion of a pet sitting assignment.

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Dog Walking Job Description Sheet

****Please note: You must have a car and a deep love for dogs to apply for this position! Must also be able to self-manage and must 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. You will not be compensated for the interview as it is a chance to see if the dogs are a good match for you and vice versa. If you need to make additional visits before starting with a particular client (shy dog or other reasons), you will be compensated for additional visits. If a harness is needed, please have the owner show you how to put it on....

Even when it is raining, dogs still need to go out. Dogs won't need to go out for the normal time of 30-45 minutes; you can walk them for 15 minutes during inclement weather. Then spend the rest of the time visiting with them.

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 hike or walk, please hose 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 will be given to you by me or pet owners in which to walk the dog(s). This usually is a 2- or 3-hour window during mid-day hours (11-2 is the usual time frame for walks).

At the initial client interview, you will be given a key to 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 client, 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!

READ ALL NOTES LEFT BY CLIENTS BEFORE YOU GO ANY FURTHER

Dog Walking Job Description Sheet (Page 2)

Even if you are walking a very friendly dog (and most of them are), remember that some of the dogs you will see on the walk are NOT friendly. Keep the dog you are walking away from other dogs, children & people. Shorten the leash so the dog is close to you and you have total control of the dog you are walking!

All dogs must be leashed during the walk! No dogs are unleashed outside of the house or fenced in yard, under any circumstances!

Most dogs walk in their neighborhood, but I will need the liability release signed in case the dog has to be transported in an emergency.

Please sign the auto liability release form below for dog walking:

I have a car that is 'dog-friendly.' I agree not to hold "Your Place or Mine" and/or client liable for any damage, should any damage occur to my car while transporting dogs while under the employment of "Your Place or Mine"

Signed _____/date _____

Print Full Name _____

Make/Model of car: _____

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 In Home Pet Sitting Job Description Sheet

Please sign your name at the bottom of the page after reading the job description for Overnight In Home Pet Sitting. **Please note: You must have at least 2 local references (and telephone numbers) for In Home Pet Sitting to apply for this job.**

Job description for Overnight In Home Pet Sitting:

I, Terrie Cole, will call you with the dates of a potential pet sitting assignment 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, possibly me, the client, and the pet(s). At the interview, please take notes on the client interview sheet provided by "Your Place or Mine"

Most overnight jobs range from two nights to three 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

I require that you call me @ 508-728-4954 after you've met the client at the initial interview.

You are required to text me and the client at the end of each day during your assignment. Preferably by 7:00pm. Please send a pic of the animal with your text. The clients really appreciate that!! Call me ANYTIME you have a question about ANYTHING. I am available to you at ANYTIME of the day or night...

House duties: Most overnights require some plant care & mail brought in. Please be sure to water plants as instructed. 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. Bring a quilt or blanket to lie on top of the bed and a sheet and blanket to make your bed on top of the quilt. Bring your own pillow. This makes it easier for everyone.

You are not required to be there 24 hours a day, but you are at least required to be at the house between 7 p.m. And 7 a.m. And a midday visit if needed. All dogs get a half hour walk a day.

Overnight Pet Sitting Job Description Sheet (Page 2)

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 client how to connect your computer to the WiFi during your stay.

My 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 this with me, Terrie Cole.

Please circle areas where you are unable to pet sit: Centerville, Osterville, Cotuit, Marstons Mills, Hyannis, Denniisport, Dennis, Yarmouth, Yarmouthport, Bourne, Wareham, Onset, Marion, Mattapoissett, Rochester

*****Due to the nature of in home pet 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 "Your Place or Mine" on a continual basis. 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 "Your Place or Mine" on an ongoing basis for at least six months.**

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 in home pet sitting and agree to the terms above including not using client's computer and not having guests at the client's home.

Sign _____ Date _____

Print Name _____

You will be classified as an independent contractor of "Your Place or Mine". Therefore, I 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 7 to 10 days after the conclusion of a pet sitting assignment.

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Cat and Dog Vacation Visitors Job Description Sheet

Please read this job description and sign and mail back to the address above. Thank you!

I, Terrie Cole, will call you with dates that client will need you and location of the sit. You will receive directions, and we will set up an interview time for you to meet the client.

Please take notes on the interview sheet you are provided with upon your hire. Be sure to ask questions about things that aren't clear to you.

Visit times are generally: 30 minutes for dogs and 30 minutes for cats. Unless otherwise requested by client....

The time will be spent walking the dog(s), feeding the animal(s), cleaning up any messes you (or they) have made (counter and spoons cleaned), scooping the litter box daily, mail and paper pickup, and any light watering for indoor/outdoor plants. If you have time left over, you can sit with the dog(s) and/or cat(s) and play with and pet them.

Important! Please text Terrie @ 508-728-4954 and the client at the end of each visit. Please send a picture along with the text. Clients really appreciate it!!! Be sure to mention something nice about their animals.

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 as suits your schedule. If the visits are twice daily for dogs and cats, please do one visit in the morning (7-9 a.m.) and one visit in the early evening (6-8 p.m.) unless the client requests otherwise.

You will receive a key 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! **READ ANY NOTES LEFT BY CLIENT BEFORE YOU DO ANYTHING ELSE!**

Please also respect client confidentiality. Do not bring your friends or children to the house or tell anyone that a particular client is away.

Cat and Dog Vacation Visitors Job Description (Page 2)

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 "Your Place or Mine". 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+ pet sit visits as well as occasional weekends?

yes no

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:

By signing below, if you are hired by "Your Place or Mine", you agree to the terms above including not having anyone in the client's home while you are pet sitting.

Sign _____ **Date** _____

Print Name _____

You will be classified as an independent contractor of "Your Place or Mine". Therefore, I 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 7 to 10 days after the conclusion of a pet sitting assignment.

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dog Walker Schedule Availability:

Please list the hours you are available on the days below for dog walking. (10 a.m. to 1:00 p.m. or 11:00 a.m. to 2:00 p.m. are the hours most suited for walking. 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: _____

Vacation dates I have already scheduled: _____

Are you comfortable walking in inclement weather? **yes** **no**

Do you own rain gear? **yes** **no**

dog Walker Schedule Availability Page 2:

Areas I would consider for walking on the days I have included above:

Applicant: Please circle the cities near your home/work that you are available to walk or drop in for the cats.

Centerville

Osterville

Cotuit

Marstons Mills

Hyannis

Denniisport

Dennis

Yarmouth

Yarmouthport

Bourne

Wareham

Onset

Marion

Mattapoisett

Rochester

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Dog Walker Schedule Availability:

Holiday Availability:

Please circle of ALL the holidays that you ARE available to do pet sitting:

President’s Day ~ Easter ~ Memorial Day ~ 4th of July ~

Thanksgiving ~ Christmas ~ New Year’s

Will your schedule allow you to work with “Your Place or Mine” for at least six months? **yes** **no**

If no, I am available until: _____.

I already know I am **not** available to pet sit or dog walk during the dates listed below:

1. _____
2. _____
3. _____
4. _____

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Sub-contractors Information

Position(s) applying for: _____

Social Security # _____

First Name Last Name M. Initial Home Phone

Cell Phone _____ Which is the best number to reach you at?

CELL PHONE HOME PHONE May we call both? yes no

Address: _____

Mailing address **(if different from above)**:

E-mail address _____

Do you check email at least once a day? **yes no**

Available Start Date: _____

May we do a criminal and background check on you? **yes no**

Sign here to give your 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, state types: _____

Have you done any pet care in the past? **yes no** State details: _____

EDUCATIONAL HISTORY: Highest level of schooling achieved _____

PET/HOUSESITTING REFERENCES:

Name	Phone	Type of pets/overnights or visits?
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1. _____

2. _____

In case of emergency NOTIFY:	Name	Phone
	_____	_____

PREVIOUS JOB EXPERIENCE: Please list your present employer, and last 2 previous employers and employment duration.

Name	Phone	Duration/Reason for leaving
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1. _____

2. _____

3. _____

May I contact the above employers for a reference? yes no

By signing below I agree that the above information is accurate:

Signature _____ Date _____

Application for Employment (Page Two):

Which position(s) are you interested in? (Circle all that apply)

Cat Vacation Visits ~ Dog Vacation Visits ~ Pet Taxi ~ In Home Pet Sitting ~ Dog Walking ~ Dog Boarding in my home

Can you in home pet sit or do pet visits over all holidays including Thanksgiving, Christmas, New Years, and Easter?

If no, for which holidays are you unavailable? _____

List 3 words that would describe why you would make a great pet sitter or dog walker:

Are you available for at least six months to work on an ongoing basis with “Your Place or Mine”?

yes no

If NO, why not? _____

Do you have any credit, criminal, or driving offenses? yes no

If yes, please explain (use additional page if needed): _____

Check here if you have another job/source of income? Describe: _____

How many hours per week do you work at your present job? _____

Please list approximate hours per week you are available: _____/per week.

Please circle which animals you feel comfortable and/or have experience caring for:

Dogs ~ Cats ~ Rabbits ~ Parrots ~ Snakes ~ Pocket Pets ~ Lizards ~ Small Farm Animals ~ Chickens

Please tell me why you are interested in pet visits, dog walking or In Home Pet Sitting

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Sub-contractors Agreement

You will be classified as an independent contractor of “Your Place or Mine”. Therefore, I 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).

The work week runs Sunday thru Saturday. You will be paid the following Thursday of each week.

You will be paid 50% of the daily rate of the assignment. Example: If I charge \$25.00 for a half hour drop in visit, You will earn \$12.50 for that assignment. If I charge \$65.00 a day for an overnight in home assignment, you will be paid \$32.50 for each day you are on the assignment.

I, _____ agree to the terms above.

Signature: _____ Date: _____

Print Full Name: _____