



~ WESTLAKE VILLAGE ~

Thank you for your interest in joining The Barkley!

The Barkley is a luxury-style “spa-like” experience, for both dogs, cats, birds, and exotics, which meets and exceeds all of the current industry standards for pet care. Our mission is to become a premier name in the pet boarding industry by providing pets with a unique, caring, stress-free, premium experience and assuring pet owners higher standards of care with clean, safe, and healthy facilities. In order to accomplish our mission, we must rely heavily on the quality and integrity of each and every staff member.

At The Barkley, our customers and their pets deserve the very best care and attention available. And, as temporary “guardians”, we have a very important job to do. This requires that all of our employees be passionate about their positions and that they possess both a love for animals and a desire to delight our customers with a positive attitude and superb work ethic. As a result, we recruit responsible, devoted, and detail-oriented animal care professionals and expect them to perform their jobs superbly in an interesting, challenging, fulfilling, and enjoyable work environment.

The Barkley employees make the difference by creatively demonstrating our culture of service excellence. It is this vibrant culture where they can flourish – guided by passionately held goals, beliefs and principles. It is our employees who set us apart from our competitors; an intangible quality that keeps our valued customers and pet guests returning again and again and drives us to deliver the best service in the industry.

The Barkley is an equal opportunity, community-based employer that does not discriminate on the basis of an individual’s race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by federal, state or local law.

If you possess these qualities and want to become part of our exciting and rewarding team, then please submit an employment application along with a detailed cover letter and resumé via email, fax or by U.S. Mail.

**BARKLEY TEAM MEMBERS ARE EXPECTED TO BE AVAILABLE FOR WORK DURING TIMES OF NEED – INCLUDING WEEKENDS AND HOLIDAYS. IF YOU CANNOT MEET THESE AVAILABILITY REQUIREMENTS, PLEASE DO NOT SUBMIT AN APPLICATION FOR EMPLOYMENT.**

31166 Via Colinas  
Westlake Village, CA 91362  
tel (818) 889-BARK (2275)  
fax (818) 851-3820  
[contact@thebarkleypethotel.com](mailto:contact@thebarkleypethotel.com)

# EMPLOYMENT APPLICATION

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE.

PAGE 1 OF 5  
PLEASE INITIAL THIS BOX.



**THE BARKLEY™**

Pet Hotel & Day Spa

~ WESTLAKE VILLAGE ~

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

**PLEASE COMPLETE ALL PAGES**

Date \_\_\_\_\_

Name \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How Long Have You Lived There? \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Wage Requirement \$ \_\_\_\_\_ If under 18, please list age \_\_\_\_\_

Applying For:  Management     Customer Service Representative     Pet Care Technician     Groomer  
 Bather     Playtime Associate     Maintenance     Seasonal     Other

How many hours can you work weekly? \_\_\_\_\_ Can you work early mornings and late nights? \_\_\_\_\_

Can you work weekends/holidays? \_\_\_\_\_ When can you start? \_\_\_\_\_

Are you a U.S. citizen?  Yes  No      Can you provide proof of citizenship?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

Employment Desired:  FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

**DAYS/SHIFTS AVAILABLE:** (please fill in circles.)

**AVAILABILITY IS REQUIRED**

Day	MON	TUE	WED	THU	FRI	SAT	SUN
<b>Shift</b>	<input type="radio"/> 6a – 3p	<input type="radio"/> 6a – 3p	<input type="radio"/> 6a – 3p	<input type="radio"/> 6a – 3p	<input type="radio"/> 6a – 3p	<input type="radio"/> 6a – 3p	<input type="radio"/> 6a – 3p
	<input type="radio"/> 3p – 11p	<input type="radio"/> 3p – 11p	<input type="radio"/> 3p – 11p	<input type="radio"/> 3p – 11p	<input type="radio"/> 3p – 11p	<input type="radio"/> 3p – 11p	<input type="radio"/> 3p – 11p
	<input type="radio"/> 11p – 6a	<input type="radio"/> 11p – 6a	<input type="radio"/> 11p – 6a	<input type="radio"/> 11p – 6a	<input type="radio"/> 11p – 6a	<input type="radio"/> 11p – 6a	<input type="radio"/> 11p – 6a

**Availability Comments:** \_\_\_\_\_

Positions at The Barkley require that the employees be able to work at a fast pace, requiring bending, kneeling, stooping and lifting up to fifty pounds during a normal workday. Can you do this?  Yes  No

If no, please explain: \_\_\_\_\_

Have you ever applied to The Barkley before?  Yes  No

Have you ever worked at The Barkley before?  Yes  No

Are you currently employed?  Yes  No

Who referred you to The Barkley?  Walk-In     School Placement Service     Employment Agency  
 State Employment Office     Friend/Employee Referral     Other \_\_\_\_\_

\_\_\_\_\_

**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.**

Name of Employer \_\_\_\_\_ Name of Last Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
Your Last Job Title \_\_\_\_\_ Reason for Leaving (be specific) \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.  
\_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_ Name of Last Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
Your Last Job Title \_\_\_\_\_ Reason for Leaving (be specific) \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.  
\_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_ Name of Last Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
Your Last Job Title \_\_\_\_\_ Reason for Leaving (be specific) \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Pay/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY**

Have you ever been in the Armed Forces?  Yes  No Rank Achieved: \_\_\_\_\_  
Are you now a member of the National Guard?  Yes  No  
Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

## EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NO. OF YEARS COMPLETED	MAJOR, DEGREE, GPA
High School				
College				
Bus. or Trade School				
Professional School				

Are you currently in school? \_\_\_\_\_

Do you have further educational goals? \_\_\_\_\_

## COMPUTER SKILLS

Personal:  Yes  No

Programs:  MS Word  Excel

Computer:  PC  Mac

Powerpoint  SQL Server

Additional computer skills and/or programs: \_\_\_\_\_

## CHARACTERISTICS

To match you to the "best" position available, honestly rate yourself below by ability:

- | GOOD                  | FAIR                  | NONE                  |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | HOSPITALITY- Natural friendliness and customer service skills              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | ENERGY LEVEL- Enthusiasm, self-motivation and sense of urgency             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | RELIABILITY- Dependability, attendance, self-discipline and dedication     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | COMMUNICATION- Ability to listen or to express yourself written and orally |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | PERSONAL PRIDE- Appearance, hygiene, and achievement                       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | TEAMWORK- Cooperation with others and team spirit                          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | LEADERSHIP & ADMINISTRATIVE SKILLS   |

Do you have other skills/ability appropriate for The Barkley?  Yes  No

If yes, please explain: \_\_\_\_\_

## PERSONAL REFERENCES

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_ Name \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

### HEALTH STATUS

Are you a current smoker of cigarettes, cigars, or pipes?  Yes  No

Have you ever been a regular smoker of cigarettes, cigars, or pipes?  Yes  No

If so, when did you stop smoking? \_\_\_\_\_

Are you able to lift and handle animals?  Yes  No

Are you willing to take a drug test?  Yes  No

Please explain any current health problems: \_\_\_\_\_

### ADDITIONAL INFORMATION

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 \_\_\_\_\_

Operator

Commercial (CDL)

Chauffeur

Do you have auto insurance?  Yes  No With whom: \_\_\_\_\_ Policy expiration: \_\_\_\_\_

Do you own pets?  Yes  No

If yes, please detail type and length of ownership: \_\_\_\_\_

Have you ever worked professionally with pets? \_\_\_\_\_

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.

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An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. **Please discuss why you feel that you would be good working with dogs, cats, birds, exotics, and humans!**

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**PLEASE READ AND SIGN**

I hereby certify that the information contained in this application is true, complete and correct to the best of my knowledge and I agree to have any of the information verified by Westlake Village Pet Hotel, LLC, a California Limited Liability Company, doing business as The Barkley Pet Hotel & Day Spa of Westlake Village and/or an affiliated or designated entity, unless I have indicated the contrary in writing. I authorize investigation of all statements contained herein and the references and employers listed above to give The Barkley any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I authorize The Barkley to share this application with the Westlake Village Animal Hospital (WVAH) professionals for the purpose of evaluation and review. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to The Barkley as well as from the use or disclosure of such information by The Barkley, WVAH or any of its agents, associates, or representatives. I understand that any misrepresentation, falsification, omission of information, or misleading information on this application may result in my failure to receive an employment offer or, if I am hired, my immediate dismissal from employment at The Barkley.

I acknowledge that if an offer of employment is made, it may be withdrawn at any time, and that I have not been promised that, if hired, my employment with The Barkley is certain to continue for any amount of time. If hired, I agree to conform to the rules, regulations, and standards of The Barkley, as amended by The Barkley from time to time at its discretion. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of The Barkley. I also acknowledge that no representative of The Barkley has: (1) any authority to enter into any agreement for employment for any specified period of time; or (2) to make any agreement contrary to the foregoing unless it is in writing and signed by an authorized company representative.

The Barkley is an equal opportunity, community-based employer. The Barkley does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

PLEASE INITIAL THIS BOX.

**FAIR CREDIT REPORTING ACT CONSENT FORM**

As a supplement to The Barkley's Employment Application, I, \_\_\_\_\_, hereby give my consent to The Barkley to obtain a consumer report on me and use it for employment purposes. The consumer report may be an "investigative consumer report" that includes information as to my character, general reputation, personal characteristics and mode of living. Pursuant to the Fair Credit Reporting Act, I have a right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as my neighbors, friends and/or associates.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_