

## How to Submit an Application

1. Please send us your contact details, name, date of birth, post code, and a list of the pet services you're happy to do. Please also send us a brief personal history, including what animal experience you have and why you think you would be a great VIPs' pet sitter.
2. If we feel you would be a suitable applicant we will send you an application form, our terms of business, code of conduct and pet sitter requirements.
3. Once you have read all this information, and you're happy to apply for a position with us, you will need to get two written references (signed and dated), a passport size head shot photo, and apply for a criminal records disclosure online at [www.disclosurescotland.co.uk/apply-online/](http://www.disclosurescotland.co.uk/apply-online/)
4. Once you have your references, a photo, a CRD police check and have filled in your application form please send them to VIPs, 45b Quicks Road, London, SW19 1EY for assessment.
5. We will review your application and if we feel you are suitable we will invite you to attend an interview at our London office. Dog boarding applicants will be interviewed in your own home.
6. If we feel you're suitable, you can begin pet sitting assignments as soon as we have applied for your insurance.
7. If we feel you would not be suitable then we will send you a letter via email or post to let you know why your application has been unsuccessful.

**PLEASE BRING YOUR PASSPORT WITH YOU TO YOUR INTERVIEW SO WE CAN TAKE A COPY OF IT FOR IDENTIFICATION PURPOSES.**

We do pride ourselves on having the best pet sitters in the business, so we're only looking for people who can work to an extremely high standard.