

PET-FRIENDLY OFFICE DIY SYSTEM



Tool #5

**YOUR DIY TEMPLATES:
PET APPLICATION, EMPLOYEE PLEDGE,
AND NON-PET FORMS/TEMPLATES**



PetFriendly
OFFICE.COM

How to use these templates.

This tool includes 3 useful forms for employees to complete.

Feel free to adjust these forms to reflect the specific benefits and requirements you've developed for your office based on work environment and any legal, lease, or local code requirements.

And as always, contact me if you need assistance. I'm happy to help!

Pam Foster
Your Chief Pet-Friendly Officer
PetFriendlyOffice.com

[Company Name]

Pet Application Form for Our Pet-Friendly Office

This form is required for each employee pet's qualifications, to make sure everyone in the workplace will be safe and comfortable ... including your pet!

YOUR INFORMATION

Full Name:

Department:

Workspace Location:

Phone/Email:

Emergency Contact Info:

Name: Phone: Email:

YOUR PET'S DETAILS

Name: Microchip ID (if applicable):

Species/Breed: Age: Gender:

Description (color, markings):

Is this a service animal?

Our office complies with ADA (Americans with Disabilities Act) accommodation requirements.

HEALTH & CERTIFICATION

☐ Proof of up-to-date vaccinations attached (rabies, distemper, etc.) along with parasite control methods. This must be signed by your veterinarian.

Veterinary Practice Name:

Veterinary Contact:

Pet is spayed/neutered (required): ☐ Yes ☐ No

Pet is house-trained (required): ☐ Yes ☐ No

BEHAVIORAL ASSESSMENT

☐ Pet responds to basic commands (sit, stay, come)

☐ No history of aggression/biting

☐ Pet can remain calm in crowded environments

INSURANCE & LIABILITY

Your homeowner's/renter's insurance covers pet liability: ☐ Yes ☐ No

Emergency contact (Name and phone number):

MANAGER/HR APPROVAL

HR Representative:

Manager:

Approval Date:

[Company Name]

Employee Pledge/Contract for Pets in the Office

This form outlines your responsibilities as the pet owner/pet parent, and your agreement to our requirements. Thank you!

Employee Name:

I PLEDGE TO TAKE RESPONSIBILITY FOR MY PET BY:

- ☐ Supervising my pet at all times.
- ☐ Not letting my pet interfere with my work performance or my team's.
- ☐ Cleaning up waste immediately and maintaining hygiene standards.
- ☐ Removing my pet if behavior issues happen (aggression or excessive noise).
- ☐ Accepting full financial responsibility for damages/injuries caused by my pet.
- ☐ Keeping my pet leashed or crated (and occupied/quiet) when stepping away.
- ☐ Adhering to our company's "3-strikes" rule for repeated conduct or accident issues.

SIGNATURES

Employee: Date:

HR Witness: Date:

[Company Name]

Employee Acknowledgement of Pets in the Office

This form outlines our accommodations for employees with allergies or are uncomfortable with pets in the office. By signing this form, you acknowledge and accept our efforts. You can also request an accommodation as noted below. Our staff will work with you to make sure you're comfortable. Thank you!

Employee Name:

I acknowledge that pets are allowed in our office, and the company has provided these accommodations for employees with allergies and/or discomfort with pets:

- ☐ Separate pet-free workspaces
- ☐ Pets not allowed in common areas (kitchen, meeting rooms)
- ☐ Air purifiers
- ☐ Noise control wall coverings/barriers

I REQUEST THE FOLLOWING ACCOMMODATION(S):

Reason: ☐ Allergy ☐ Phobia ☐ Other:

Preferred Accommodation:

- ☐ Relocate workspace ☐ Designate pet-free zone ☐ Hybrid schedule

SIGNATURES

Employee: Date:

HR Witness: Date: