

**MASTERS OF FOXHOUNDS ASSOCIATION  
OF AMERICA**

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**HOW THE JOB LISTING OPERATES**

It may be helpful to Masters of Hounds and hunt professionals to understand how the registry operates. The object is to help find the right job for each person and the right employee for each Hunt. Masters and Professionals are requested to complete a form giving details of their requirements. These are then entered on the appropriate list. No hunt professional can go on the list unless he has received or given notice, or has his employer's permission to apply. A reference from his current employer is necessary. Nor can a hunt get on the list unless they have given the employee they wish to terminate appropriate notice. The up-to-date list of jobs will be sent to the hunt professional upon request. A similar list of available professionals will also be provided to Masters.

Once a professional or a hunt has filled a position, both the hunt and professional are required to notify the MFHA office. If you have any questions, please don't hesitate to let me know.

Sincerely,

A handwritten signature in cursive script that reads "Dennis J. Foster".

Lt. Col. Dennis J. Foster  
Executive Director

## HUNT VACANCY QUESTIONNAIRE

Masters requiring Staff are requested to complete and return this form with details of the type of person they are looking for:

Name of Hunt

Contact Name

Contact Address

Contact Phone  Contact Email:

1. Position and date position needs to be filled:

2. Approximate salary range (need not be specific but close):

3. Approximate age or weight considerations:

4 Any concerns on housing for single, married, children:

5. Is Driving License necessary? Would they need any special license?

6. Please give details of accommodations:

7. Is there a Pension offered?

8. Do you provide medical coverage? Does it include family? What is it?

9. What home utilities will you pay?

10. Is there a Hunt truck and trailers for hounds and horses provided?

11. What are the details on horses (i.e., who provides them, how many, barn arrangements, is there an allotment authorized for horses should he/she provide them.)? May the candidate have any horses of their own? List anything you consider a perk in the employment.

12. What will the Hunt provide in relation to tack and hunt clothing?

13. Do you have a contract that delineates the professional's duties and work requirements (you can use the MFHA form, "Forming a Hunt", there is a generic contract there):

- a. What days off do they get:
- b. Yearly vacation:
- c. Any help with kennels available?
- d. Who will he or she specifically work for?

14. Any Other Information that might assist a candidate in considering this position.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_