

Availability Sheet

It is important that we collect information on your availability for the season, and we ask that you keep in mind that your responses will play a large factor in the hiring decision.

The last day that I can work is: _____.

Are you able to work after school during the week?

If yes, what time can you be here on school days?

How many hours a week are you able to work?

What is your last/first day of school?

Are you able to work:

Saturdays?

Sundays?

Spring

Fall

If you have any special scheduling needs during either the Spring or the Fall due to sports, band practice, etc., please indicate it here:

SUMMER:

How many hours a week are you able to work? _____

What days/times each week are you available?

SATURDAY _____

SUNDAY _____

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

Please indicate any vacations/special occasions that you have planned for the summer:

REASON _____ DATE(S) _____

REASON _____ DATE(S) _____

Any additional information: _____

I understand that any desired changes to the above schedule must be approved by my manager and may affect my employment status.

Signature: _____

Date: _____

