**EMPLOYMENT APPLICATION**

**Availability Form**

**Please complete this availability form and submit to Human Resources with your cover letter and resume by the posting deadline.**

|  |  |
| --- | --- |
| **Section 1 – Applicant Contact Information** | |
| Applicant Name |  |
| Date of Application |  |
| Date available to start work |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 2 – Availability List: Spring (March 1 to June 30)** | | | | | | | |
| Place a check mark (✓) for all days and times you are available to accept a shift. | | | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 8:00 a.m. to 10:00 a.m. |  |  |  |  |  |  |  |
| 10:00 a.m. to 12:00 p.m. |  |  |  |  |  |  |  |
| 12:00 p.m. to 2:00 p.m. |  |  |  |  |  |  |  |
| 2:00 p.m. to 4:00 p.m. |  |  |  |  |  |  |  |
| 4:00 p.m. to 6:00 p.m. |  |  |  |  |  |  |  |
| 6:00 p.m. to 8:00 p.m. |  |  |  |  |  |  |  |
| 8:00 p.m. to 10:00 p.m. |  |  |  |  |  |  |  |

|  |
| --- |
| **Section 3 – Additional Information** |
| How many hours are you hoping to be scheduled for each week? |
| Do you have any scheduled vacation, if yes please provide dates? |
| If applicable, provide us with any additional information regarding your availability? |