

Scheduling Availability Worksheet

Name: _____

Date: _____

Shift: _____ (Daytime, Evening, or 3rd)

Are you available to work some Holidays? _____ *If no please explain:

Are you available for **ONE** shift during the weekend? _____ (must be flexible)

Do you have any **PRE-SCHEDULED** vacation(s) ? _____ (please explain below)

Please indicate a preferred working schedule:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Special Notes for Conflicts/Commitments/Vacations:

X _____

Applicant's Signature (This indicates that you agree this information is accurate, and will notify management of any scheduling modifications immediately.)