

# Employee Availability Form

**Instructions:**

Below please indicate the times you are available to work.

- If you can work any time, write **No Restrictions** in the Daily Note section.
- If you cannot work on a given day, write **No Availability** in the Daily Note section.
- Mark times you are available to work. You can "X" out, highlight, arrow, etc.

**Example:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Daily Note	No Restrictions			No Availability		No Availability	
12:00 PM		XXXXXXXX	XXXXXX		XXXXXXXX		XXXXXXXX
1:00 PM		XXXXXXXX	XXXXXX				XXXXXXXX

**Employee Availability:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Daily Note							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							
1:00 AM							

**Please Note:**

- You must complete this form **before** you can be added to the schedule.
- It is your responsibility to update this form and turn it in to dispatch if your availability changes.
- We are not responsible for conflicts in scheduling that arise because you neglected to update your availability.

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_ Date: \_\_\_\_\_