

Staff Availability Form

Name:	
Date:	
Circle one option for the amount of hours you would prefer:	<input type="radio"/> Part Time <input type="radio"/> Full Time <input type="radio"/> Either
Please specify how many hours per week you would like to work.	
Please list any relevant information that would be needed for scheduling purposes. (For example, I have a prior commitment every Thursday at 1:00 or I have a night class on Monday evenings, therefore I would need to be off work by 4:30.)	
Please list your time availability for each day below. (For example: Monday-available after 2:30, Tuesday-available all day.)	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
How long is this availability in effect? (Until further notice, until the term ends, until the end of the school year or some other timeline?)	
If you are available all day, do you prefer to work early or come in later in the day?	
Other information:	

