



Availability Worksheet

Name _____

Location _____

Phone# _____

Email _____

We believe in a work life balance and want to provide you with your optimal schedule. We will strive to schedule your ideal schedule whenever possible. You will not be scheduled outside of your availability so the more open your availability is the more opportunity for maximum hours. Please complete and return to your RGM.

I am available to work the following days and times:

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Available							
From							
To							
Total Daily Hours							

Check all the type of shifts you prefer to work:			
Open	Close	Week Days	Weekends

Notes:

Signature _____

Date _____



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