

Your availability

About three minutes. Tell us when you can work, so we can roster you fairly.

Questions marked * need an answer.

1. Your name *

2. Location or team *

☐ Northside ☐ Southside ☐ City centre

3. Role

4. Is this new availability or a change? *

☐ New (I am just starting) ☐ A change to my availability

5. What has changed?

Only if "Is this new availability or a change?" is A change to my availability.

6. Date this starts *

Changes need [10 days'] notice.

Date

Limiting your availability may mean fewer hours. This form does not guarantee any shifts or a number of hours.

7. Which days can you work? *

	Any time	Only certain hours	Not available
Monday	☐	☐	☐
Tuesday	☐	☐	☐
Wednesday	☐	☐	☐
Thursday	☐	☐	☐
Friday	☐	☐	☐
Saturday	☐	☐	☐
Sunday	☐	☐	☐

8. Your hours on those days

Only if "Which days can you work?" is only_certain_hours.

Only for days marked "Only certain hours". Two blocks in one day? Write both, such as 7–11 am and 4–8 pm.

	From	Until
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

9. Fewest hours you want a week

10. Most hours you can work a week

11. Regular commitments that block time

Classes, a second job, military duty or a religious observance, with start and end dates.

12. Anything else we should know

13. Signature

Signature

Date