

## Employee Availability Form

Employee name: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

General availability:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are there any days of the week/hours you absolutely cannot work?

Notes/Future adjustments:

Employee's signature: \_\_\_\_\_ Team leader signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_